

Job Title: Financial Administrator 1	Position Title: Financial Coordinator, Executive Education Programs
Reports to: Assistant Director of Finance	% Effort or Wkly Hrs: 100%
Department: Office of Executive Education	Job code: Grade 6 exempt

Hiring pay range: \$66,000 - \$79,200

Position Overview:

The Financial Coordinator will join the Finance & Administrative Support Team of the Office of Executive Education. As a member of the Office of Executive Education the Financial Coordinator is responsible for serving as an in-house accountant performing core finance operations across all programs, including revenue and expense transactions, budgeting, reconciliation, and supporting reporting and process improvement efforts. This role ensures smooth execution of functions without portfolio ownership.

Key responsibilities include managing revenue operations across programs, including client invoicing, collections, and partner revenue share processes; performing account reconciliations and program/account closeouts to ensure accurate expense and revenue alignment; supporting program budget creation, review, and forecasting activities; and contributing to financial systems coordination, data management, reporting, and process improvement efforts that strengthen operational efficiency and financial accuracy.

The Financial Coordinator will work closely with the Financial Administrator and Assistant Director of Finance to ensure effective and strong financial operations for the office, supporting accurate financial processes, timely coordination, and the successful implementation of finance-related priorities.

Role eligible for hybrid schedule that aligns with MIT Sloan and department guidelines.

Principal Responsibilities and Essential Functions:

1- Revenue Operations (40%):

- Manage client invoicing, collections, and partner revenue share processes across Executive Education programs.
- Coordinate with external clients and partner vendors, as well as internal program and enrollment teams to support timely and accurate revenue recognition, billing, and collections activities.
- Support ad hoc revenue collections as needed and ensure revenue activity is appropriately documented and aligned with program accounts.

2- Close and Reconciliation (30%):

- Perform account reconciliations and program/account closeouts to ensure accurate expense and revenue alignment across Executive Education programs, working closely with program teams, monitoring internal program budgets, and reviewing central accounting reports.
- Contribute to monthly, quarterly, and annual close activities by reviewing program accounts, monitoring balances, and coordinating necessary corrections, collaborating with program teams and the Sloan Finance department when applicable.
- Transfer expenses between accounts as needed to ensure proper alignment of program expenses and holding accounts.
- Review actual compensation and related program charges as part of the program closeout process.

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4- Budgeting and Forecasting (20%):

- Support the creation, review, and maintenance of program budgets in coordination with finance and program teams.
- Assist with forecasting activities by reviewing budget assumptions, tracking actuals, and identifying variances that require follow-up.
- Prepare ad hoc financial information and analysis to support planning, monitoring, and decision-making.

5- Systems and Process Improvement (10%):

- Contribute to financial systems coordination and data management to support accurate reporting and efficient financial operations.
- Identify opportunities to streamline financial processes and improve coordination across program, finance, and administrative workflows.
- Coordinate implementation of office, Sloan-wide, or MIT-wide financial tools and systems that support operational efficiency and compliance with central procedures.

Other duties as needed or required.

Supervision Received: This role will report to the Assistant Director of Finance.

Supervision Exercised: N/A

Qualifications & Skills Required and Preferred:

Required

- Bachelor's degree
- Minimum of 2 years experience in accounting of finance required.
- Strong communication, analysis & organizational skills required.
- Service-oriented with ability to perform hands-on work in a team-based work group with complex needs and varying levels of experience.
- Strong financial systems experience required; as are excellent computer skills and proficiency with Microsoft Office (Word, Excel, and PowerPoint). Salesforce experience a plus.
- Must be able to handle confidential information and/or issues using discretion and judgment.

Preferred

- Preference is given to those with experience with MIT systems including Cognos, SAP, Coupa, Concur, and Salesforce.
- Experience in academic programs and administration preferred but not required.
- Have demonstrated the following abilities:
 - Multitask and prioritize business needs
 - Excellent organizational and interpersonal skills
 - Attention to detail
 - Strong analytic and communications skills
 - Work with flexibility
 - Manage numerous projects with varying degrees of complexity
 - Requires ability to work independently, as well as closely with Director of Finance, Administration & Strategic Initiatives and other members of the team.
 - Identify and recommend solutions to complex problems

Competencies: Contribute, Collaborate, Engage