

## MIT Position Description

<b>Job Title: Financial Admin 1</b>	<b>Position Title: Financial Coordinator, Martin Trust Center</b>
<b>Reports to: Director of Operations &amp; Business Management</b>	<b>% Effort or Wkly Hrs: 80%; 32 hours</b>
<b>Department: Martin Trust Center for MIT Entrepreneurship</b>	<b>Grade 6</b>

### **Position Overview:**

The Financial Coordinator will join the Martin Trust Center for MIT Entrepreneurship (“Center”) as the in-house accountant and manager for the Center’s multi-million dollar annual budget.

The Financial Coordinator will perform diverse financial duties and will manage the Center’s finance-related activities for the Center’s daily operations involving classes, programs, and events. This includes delta v (our cross-campus Cambridge & NY summer accelerator), Fuse, StartMIT, Pitch2Matches, all student payments, the Orbit platform, the Pozen Fellowship program, the Center’s three certificate programs (E&I, Aero Astro, and Undergrad Engineering), QUT, Faculty Founders, MTC Memberships and the newly created MIT/City College New York Program. In addition, this position will be responsible for the management of all Center’s daily operations involving revenue receipts and transfers, the verification and approval of expense transactions (p-cards, vendor invoices etc.), travel reports, monthly financial reconciliations with SAP/Workday, and budget projections and analyses. The Financial Coordinator is responsible for managing the Profit & Loss statement of the Martin Trust Center and will work regularly with the Vice President of Finance Office, Travel Support, Buy2Pay, and others in the management of the Center’s financials. The Financial Coordinator critically evaluates the Center’s business and financial processes for accuracy and efficiency and when necessary, proposes change options.

The Martin Trust Center for MIT Entrepreneurship is a student service center. The Financial Coordinator must be based in the local area with the ability and willingness to work some early mornings, late evenings, and ~5 weekend days as required for classes, programs, or events. This individual should be able to travel (internationally or domestically) as needed for academic programs, approximately 2-3 times per year or as appropriate.

The Trust Center is currently working on a hybrid work schedule for full-time, 100% effort employees — 80% on campus in Cambridge and 20% remote.

### **Principal Responsibilities and Essential Functions:**

#### **Financial Operations & Systems (40%)**

- Coordinates and oversees the financial activities and planning processes to ensure that financial goals of each Center initiative are reasonable and can be achieved.
- Advises staff on financial activities; develops and trains staff/management on best practices with respect to current financial policies and procedures.
- Respond to and triage general financial inquiries.
- Advises and works with students as needed on financial activities to ensure the capture and timely reimbursement of approved expenses.
- Reviews and processes requests for Procurement and Travel Cards.

- Examines the Center's financial functions and advises on areas for improvements.
- Prepare and present formal training sessions for staff and students with respect to MIT/Sloan's financial systems.
- Tracks and examines various internal financial functions, assessing our financial processes to recommend and implement financial process improvements.
- Represent the MTC at cross-institute events involving financial training or reporting.
- Recommends, creates and works with the Director of Operations to develop new tools and reports to meet the business needs of our Center.
- Creates, implements and maintains master data for accounts and set up new accounts/cost objects as necessary.

#### **Financial Accounting (30%)**

- Coordinates the preparation, review and submissions of budgets, following appropriate policies and procedures.
- Oversee the development of an annual budget and the closing the books.
- Monitors and maintains monthly budget updates in Airtable.
- Monitors, implements, and maintains the production of weekly and monthly MTC financial reports.
- Authorizes expenditures within established department limits; reviews and approves purchase card transactions.
- Manages entry of journal vouchers.
- Verifies and submits vendor invoices to ensure timely processing of transactions.
- Manages the processing of travel reports.
- Deposits checks and coordinates the collection of third-party revenue obligations.

#### **Financial Analysis & Reporting (30%)**

- Conducts financial review and monthly account reconciliations between the Martin Trust Center and Sloan.
- Make recommendations and implements various financial systems for expense management based on reported results.
- Creates projections for internal programs and activities based on the approved budget and actual expenditures
- Produces financial analysis for use in planning and decision-making.
- Manages special projects involving financial trend analyses.

#### **Supervision Received:**

Reports to the Director of Operations & Business Management at the Martin Trust Center.

#### **Supervision Exercised:**

This position will not have any direct supervisory responsibilities.

#### **Qualifications & Skills Required and Preferred:**

##### **Required**

- Bachelor's degree
- 2-3 years of relevant accounting or financial experience.
- Strong communications, analysis and 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).
- Must be able to handle confidential information and/or issues using discretion and judgment.
- Must demonstrate 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.
  - Ability to work independently as well as closely with Director of Operations & Business Management and other members of the team.
  - Identify and recommend solutions to problems as they arise.

**Preferred**

- Preference is given to those with experience with MIT systems including Workday, Airtable, SAP, Coupa, and Concur.
- Experience in academic programs and administration preferred.

**Competencies: Contribute; Collaborate; Engage; Manage**

*\*\* To comply with regulations by the American with Disabilities Act (ADA), the principal duties in job descriptions must be essential to the job. To identify essential functions, focus on the purpose and the result of the duties rather than the manner in which they are performed. The following definition applies: a job function is essential if removal of that function would fundamentally change the job*