Job Title: Financial Coordinator	Position Title: Financial Coordinator, MIT Sloan Global Programs
Reports to: Assistant Dean, MIT Sloan Global Programs	**% Effort or Weekly Hours: 100%**

Position Overview:
The Financial Coordinator, as a member of MIT Sloan School of Management Global Programs, is responsible for serving as an in-house accountant for internal accounts related to both the Global Programs academic collaborations, IDEAS China and Indonesia, Visiting Fellows, MIT Sloan Latin America Office, and partnerships programs ($40M funding), and MIT REAP (Regional Entrepreneurship Acceleration Program) ($5M funding) portfolio of 40+ teams.

Key responsibilities will include leading the process and approval of program budget development and quarterly reporting for program portfolios, providing ad hoc analysis as needed. The position will be responsible for management of revenue transfers and uploads into central accounting systems, requiring coordination with central MIT offices including the Vice President for Finance's office as well as MIT Sloan Offices such as the Finance Team and Human Resources. The position will coordinate with MIT Sloan Associate Director of Administration, Finance and Planning, in execution and management of all internal accounting processes.

The Financial Coordinator will also be expected to critically evaluate business and financial processes and work to streamline and simplify those processes when possible. The Financial Coordinator will provide insight to Associate Director of Administration, Finance and Planning for strategic planning and coordinate implementation of projects as identified by the Assistant Dean.

Principal Responsibilities and Essential Functions:

1- Financial Operations (60%):
   - Contribute to the oversight of financial review and control, including monthly account reconciliation for all office administration accounts and program accounts
   - Audit internal budget numbers with SAP actuals
   - Review and approve purchases for office staff of 15+ including procurement credit card charges, purchase orders, journal vouchers and reimbursements
   - Coordinate and submit invoices for payment and ensure timely processing of transactions
   - Monitor the timeliness of expense processing for travel and procurement credit cards
   - Guide staff on financial policies and procedures
   - Create and maintain master data for accounts and set up new accounts for requests related to the program portfolios
   - Develop draft proposals/MOUs related to timelines and budgets for viable leads
   - Deposit checks and coordinate with ad hoc revenue collections with the team as necessary
   - Data upload of faculty compensation related to program accounts and review actual compensation charged to accounts as part of program closeout process
   - Manage all accounts payable for business administrative needs
   - Management of the faculty supplemental compensation form submission process
   - Manage the procurement and disposition of office equipment, personal computers and mobile phones
   - Proactively reviews all vendor contracts and negotiates with vendors as needed

2- Financial Accounting and Reporting (30%):
   - Responsible for coordination of the accounting and management of all Global Programs fiscal reporting. This includes closing program accounts on a systematic basis throughout the fiscal year, working closely with program teams, monitoring internal program budgets, and reviewing central accounting reports.
   - Review and approve budgets for all programs annually
   - Advise Directors and Heads in Global Programs on budgetary and financial issues
   - Collaborate with the Assistant Dean on closing the books quarterly and annually to provide data that will be reported to the Senior Associate Dean of Global Programs
   - Transfer expenses between accounts to ensure balance of program expenses and holding accounts
   - Responsible for various ad hoc financial reports to monitor the financial performance of our portfolios
   - Produce ad-hoc financial analysis to present for use in planning and decision-making
   - Develop and implement, with Assistant Dean, financial and budgetary strategies for Global Programs, and provides consult

3- Financial Systems Coordination (10%):
   - Examine various internal financial functions, assessing our financial processes to advise on financial process improvements. Additionally, work on those improvements with the coordination of MIT Sloan Associate Director of Administration, Finance and Planning
   - Work with MIT Sloan Associate Director of Administration, Finance and Planning to develop new tools and reports to meet the business needs of our portfolios
   - Coordinate the implementations of Sloan-wide and MIT-wide tools and systems to increase operational efficiencies and comply with central MIT's procedures

4- Other duties as needed or required

Supervision Received:
This role will report to the Assistant Dean, MIT Sloan Global Programs.

Supervision Exercised:
This position will not have any supervisory responsibilities.

Qualifications & Skills Required and Preferred:
- Bachelor's degree and a minimum 3 years of relevant financial experience
- Experience in higher education programs and administration preferred but not required
- MIT experience desired
- 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
- Preference is given to those with experience with MIT systems including Cognos, SAP, Coupa, Concur, and Tableau
- Must be able to deal with confidential information using discretion and judgment
- 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 and other members of the team
- Identify and recommend solutions to complex problems