



MIT Position Description

Job Title: Financial Assistant 1	Position Title: Financial Assistant 1, SMR
Department: MIT Sloan Management Review	% Effort or Wkly Hrs: 50% / 20 hours
Grade 4 / non-exempt	Reports to: Publisher

Position Overview:

Provides general financial, and administrative support for *MIT Sloan Management Review*, a management web site and journal. Major responsibilities are financial processing and tracking and some personal and general office support. Requires ability to juggle multiple priorities and stakeholders, and be part of fast-moving environment.

Position eligible for hybrid work schedule according to *MIT SMR's* current flexible work policies.

Principal Duties and Responsibilities (Essential Functions):**

Financial and Accounting Administration (95%)

- Assist with financial reporting.
- Manage invoicing and accounts payable for corporate partnerships, advertising, and licensing. Create and send invoices through QuickBooks. Keep aging report and perform collections as needed.
- Performs basic accounts payable duties to aid in timely and efficient payments processing
- Create and submit purchase order requisitions
- Answer inquiries on financial matters from providers, clients, and staff.
- Approve pcard purchases for office staff of 20+
- Submit journal vouchers as needed
- Monitor and reconcile accounting statements in compliance with financial review and control.
- Coordinate and submit invoices for payment and ensure timely processing of transactions; work with B2P to manage accounts payable
- Monitor the timeliness of expense processing for travel and procurement credit cards
- Guide staff on financial policies and procedures
- Create and maintain master invoice log, vendor list, and PO list.
- Deposit checks and coordinate on ad hoc revenue collections with the team as necessary
- Maintain the repository of MIT tax and other financial forms.

Admin Support (5%)

- Maintain equipment log and purchase new/replacement equipment as needed.
- Occasionally fill in on for the primary admin at MIT SMR.
- Occasionally assist with travel reporting.

Other role related duties as assigned

Supervision Received: Reports to the publisher of MIT SMR.



Contacts: Communicates regularly with vendors, contractors, and licensees contracted to work with SMR. Communicates regularly with SMR staff and MIT staff in: Sloan's Finance and Accounting group, MIT procurement, MIT accounts payable, MIT travel office.

Qualifications & Skills:

REQUIRED EDUCATION:

High school diploma or equivalent required. College degree preferred.

REQUIRED EXPERIENCE:

Minimum 2 years administrative or financial support experience required. Provides general financial and administrative support within a work area or for a group of individuals, including processing of transactions and data entry

Expertise with QuickBooks required.

Familiarity with MIT systems highly desirable.

Bookkeeping skills and knowledge of office administrative procedures required.

Strong background in financial systems, MS Excel, collaboration tools, word processing, and presentation tools.

Competencies:

Contribute:

Demonstrates learning agility by acquiring and applying new skills

Demonstrates intellectual curiosity by investing time and energy into learning more about people and concepts

Anticipates needs and takes action

Is tenacious and resourceful; finds a way forward

Reacts with resilience, a positive attitude, and a willingness to learn in response to challenge and change

*** To comply with regulations by the American with Disabilities Act (ADA), the principal duties in position 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.*