



Job Title: Financial Administrator 1	Position Title: Financial Coordinator, Financial Planning and Operations at MIT Sloan School of Management
Reports to: Associate Director, Financial Planning and Operations	% Effort or Wkly Hrs: 100%
Department: MIT Sloan School	

Position Overview:

The Financial Coordinator, as a member of the Sloan Finance Team, is responsible for serving as the face of finance to all staff across Sloan who process transactions and reconcile accounts. Key responsibilities will include supporting the development and execution of monthly and quarterly training sessions and communications. Additionally, the Financial Coordinator will have responsibility for the execution and reporting of quarterly activities for assigned units including forecasting and budgeting. The position will be responsible for management of all ad hoc revenue, requiring coordinating with central MIT offices including the Vice President for Finance’s office. The Financial Coordinator will also be expected to critically evaluate business and financial processes across Sloan and work to streamline and simplify those processes when possible. The Financial Coordinator is expected to provide insight and expertise to the Finance team for the school’s financial transaction needs and to serve as a liaison to that community of 150+ employees of Administrative Assistants and Coordinators. At this time this role is eligible for a flexible work schedule arrangement which will be reviewed on a recurring and case by case basis.

Principal Responsibilities and Essential Functions:

Financial Operations (40%):

- Maintain clean data around accounts including the regular closing out of old accounts, fund balance monitoring, and managing the attributes of accounts in Sloan’s databases
- Contribute to the oversight of financial review and control, including monthly account reconciliation, across Sloan
- Monitor the timeliness of expense processing for travel and procurement credit cards
- Create and maintain master data for Accounts and set up new accounts for requests that come to the Finance Team; occasionally this will require the creation of new account structures as well
- Create and maintain authorizations in the Roles Database for financial functions requests that come to the Finance Team
- Process requests that come to the Finance Team for Procurement and Travel credit cards
- Work across the school to guide staff and managers on financial policies and procedures
- Contribute to the triage and management of requests and questions via ServiceNow with other members of the Financial Operations team.

Financial Systems Support and Communications (30%):

- Examine various Sloan financial functions, assessing their financial processes to advise on financial process improvements. Additionally, work on those improvements with the coordination of the Senior Associate Director.
- Coordinate the implementations of Sloan-wide and MIT-wide tools and systems to increase operational efficiencies and comply with central MIT’s procedures



- Communicate finance-related news, updates or answers to frequently asked questions on Sloan Groups and serve as the primary contact for those platforms
- Engage the community in-person and electronically for a feedback loop and to foster a culture of questioning and critical thinking
- Maintain Sloan Finance Team website with up-to-date information on various financial processes and build new pages as necessary

Financial Training (20%):

- Support the preparation and delivery of formal training sessions to the units to increase staff's financial literacy and abilities using MIT systems
- Support the preparation and delivery of formal onboarding sessions to the units to orient staff on where to find resources and the overall organization of MIT's financial functions and personnel
- Serve as a mentor and training resource to less experienced and new staff members on MIT and Sloan tools and systems
- Coordinate with staff across the school on off-boarding and changeover plans to ensure smooth transitions of financial tasks associated with that office's operations

Financial Accounting and Reporting (10%):

- Collaborate with other members of the Finance team to produce quarterly financial projections to present for use in planning and decision-making.
- Responsible for various ad hoc financial reports to monitor the financial performance of internal units, for example variance analyses or financial scenario analyses
- Work with other analysts and directors on projects to improve the financial functions of the school
- Collaborate with the Senior Associate Director and other Financial Coordinators on closing the books quarterly and annually.
- Coordinate with other administrative offices to reconcile financial records and data, especially auxiliary revenue.

Other Duties as Assigned or Required

Supervision Received:

Reports to the Senior Associate Director of Financial Planning & Operations.

Supervision Exercised:

Occasional and informal project-based oversight of assistants or temporary staff. No direct reports.

Qualifications & Skills

Required

- Bachelor's degree
- Minimum 2 years of experience in accounting or finance
- Experience in academic programs and administration
- 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) and SAP.
- Must be able to handle 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
- Identify and recommend solutions to complex problems

Preferred:

3 years relevant financial management experience

Preference is given to those with experience with MIT systems including Cognos, Tableau, and Workday Adaptive

Competencies:

- Strong desire to Contribute – manages ambiguity and navigates change; demonstrates desire and drive for learning; is self-directed and proactive
- Willingness to Collaborate – works toward team success; collaborates with others; communicates openly and effectively
- Passion to Engage within the community – act with caring and a sense of community; fosters innovation and experimentation; builds diversity and inclusion

*** 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.*