MIT Job Description

Financial and Operations Assistant 2, TLC

Position Overview:
Under minimal supervision, the Financial and Operations Assistant 2 will provide complex and diverse financial and administrative support for the Technical Leadership and Communication Programs (TLC) and the Director of Administration and Finance. Will review, process, and track financial transactions, produce reports, handle office operations support, and provide varied administrative support for multiple programs and projects; and, will participate as a team member in achieving the TLC’s vision and goals.

Principal Duties and Responsibilities:

Financial 60%
1. Process financial transactions (RFPs, JVs, requisitions, invoices, bid preparation, track POs)
2. Verify P-card charges, approve travel reports and RFPs
3. Review monthly transactions related to various cost objects (FRC) to ensure that cost object expenses and revenues are accurate, timely, complete, and properly documented
4. Perform monthly reconciliations
5. Communicate and resolve financial transaction discrepancies
6. Assist with budget management activities (record keeping, data entry, reporting)
7. Track accounts receivable from TLC programs to ensure payment, answering questions and solving problems
8. Analyze expenditures and/or provide recommendations for adjustments
9. Research and gather financial information for projects
10. Assist with FY closing process, (accruals and carry forwards); close outstanding purchase orders; and issue new blankets for next fiscal year
11. Serve as backup to DAF on financial matters
12. May be asked to provide financial coverage and assistance to TLC programs
13. May monitor and reconcile grant budgets

Operations (40%)
1. Maintain technology inventory including computers, accessories, telephones, robots
2. Assist with ordering, maintenance and repairs of office equipment, and space changes
3. Maintain/update administrative Wiki page with shared documents for the work area
4. Process hourly appointments and weekly payroll for student workers
5. Schedule meetings as requested
6. Create, coordinate, and maintain internal service requests with facilities
7. Assist with office maintenance coordination with external vendors and service providers
8. Provide reception desk coverage and maintenance of conference rooms (always keeping rooms meeting-ready), as needed
9. Assist DAF with select HR and operations project management activities (onboarding, offboarding, other activities and tasks)
10. Plan select events; produce meeting materials: copy, collate, distribute, nametags, etc.
11. Assist with individual TLC programs and/or projects, performing administrative or analytic tasks to support the initiative
12. Serve as floater back up assistant in support of TLC programs, as needed
13. Ensure inquiries are addressed and resolved
14. May encounter and/or verify sensitive data or information and exercises discretion

Perform other related duties as required, when necessary.

**Supervision Received:**
Reports to the TLC Director of Administration and Finance.

**Supervision Exercised:**
Train and coordinate work of temporary staff.

**Qualifications & Skills:**
Required: high school diploma or equivalent. A minimum of 3 years of accounting, finance or administrative, or related experience. Excellent computer skills, proficiency using MS Office Suite and setting up Zoom meetings. Experience with travel, procurement and financial processes. Ability to work independently and as part of a team, and take initiative to implement/improve established financial processes. Exceptional interpersonal, communication and organizational skills, including ability to prioritize and work on multiple tasks simultaneously in a busy environment, despite frequent interruptions; accuracy and attention to detail; good judgment and discretion when handling confidential material; follow through on responsibilities, ability to demonstrate flexibility; ability to prioritize and problem solve; ability to work with a diverse group of people. Proactive to foresee and resolve conflicts. Willing to take on new projects and learn new skills as needed. Hybrid position includes being on-Campus 3+ days per week. Weekly schedule to be determined.

Preferred: Bachelor’s degree. Google workspace, SAP, bachelor’s degree in business, accounting, or finance; MIT accounting and finance experience; and relational database skills and experience with SAP, Airtable, Salesforce, and/or Cognos.