

September 12, 2024 (FA3 for non-sponsored activity)

Senior Financial Administrator
(Job title: Financial Administrator 3, individual contributor, Grade 8)
Office of the Vice President for Research (OVPR)

Provide comprehensive financial support and administer the financial activities related to the daily operations of several OVPR units under the supervision of the Director for Finance and Research Administration. The units include Corporate Relations, Office of Strategic Alliances & Technology Transfer (OSATT Core), Research Administration Services (RAS), Research Development, Research Administration Systems, Cost Analysis and Technology Licensing Office (TLO). Responsibilities include:

1. Advise unit staff and management on financial activities related to unit activities.
2. Develop and maintain financial reports, analyses and forecasts.
3. Prepare annual and quarterly budget reports, budget forecasts, and financial analyses.
4. Perform monthly and fiscal year-end closing processes. Develop and present complex financial reports, analyses and forecasts for management.
5. Track and monitor all income and expense activities and oversee detailed transaction reports for the units in the position's portfolio. Work with OVPR and unit staff as needed to resolve moderately complex financial issues.
6. Responsible for invoice payments, account set-ups, extensions, closeouts.
7. Provide recommendations for improvements to systems, processes, etc.
8. Assist with the annual budget process.
9. Maintain and monitor x-schedules for units and perform monthly account review and reconciliations.
10. Monitor accounts to ensure compliance with MIT policies and consistency with approved allocations and budgets.
11. Monitor and process (when needed) unit operating expenses to ensure timely creation of POs and payment of RFPs, invoices, and approval of P-card and travel expenses.
12. Serve as the back-up to the Senior Financial Administrator for Research Administration for administering pre- and/or post-award financial activities for VPR and advising and educating PIs and staff on research administration, including MIT policies, systems and federal regulations. This includes:
 - a. Assisting with proposal review and approval as assigned.
 - b. Maintaining logs of PI status and 5-day waiver reviews and approvals.
 - c. Assisting with the reconciliation and management of research cost sharing.
 - d. Processing payables for VPR units.
13. Handle special projects as assigned.

Job Requirements

Required: Bachelor's degree; minimum 5 years of experience in accounting or finance; strong analytical, communication, and organizational skills; ability to multitask and prioritize work; strong attention to detail; proficiency with Microsoft Office (Excel, Word, PowerPoint); discretion and judgment when handling confidential information. Ability to learn changing technologies related to grants and contracts management. Preferred: MIT experience with a

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working knowledge of MIT financial systems - SAP, Quali Coeus, Coupa (B2P) and Cognos highly desirable.

Supervision Received:

Reports to Director of Finance & Research Administration

Supervision Exercised:

Not applicable.