

MIT Job Description

Department/School: MIT List Visual Arts Center
Official Job Title: Financial Assistant II
Job Code: HR-05SA01
Position Title: Financial Assistant II, MIT List Visual Arts Center

Payroll Category: Support Staff
Normal Work Week: 35 hours per week
Supervision Received: Susie Allen, Associate Director MIT List Visual Art Center
Supervision Exercised: Occasional supervision of volunteers, temporary staff, and outside vendors

Expectations for all employees:

As a member of the MIT community, supports MIT's Non-Discrimination Policy and respectfully interacts with others in the community. Represents MIT with professionalism, ethics, integrity, and mutual respect towards colleagues and internal/external clients. Keeps current and proficient with necessary skills and knowledge, including computer skills. Self-identifies training needs relevant to work area and responsibilities. Demonstrates initiative, flexibility, openness to change, and accountability. Works within a team environment, providing support to and collaboration with colleagues.

Position Overview Statement

With minimal supervision, performs complex and diverse financial and administrative duties in support of the daily operations of the List Visual Arts Center. Work closely with all staff as part of a team as a liaison to multiple MIT constituents including: external vendors, advisory committee members, artists, and visitors. Anticipates and initiates actions regarding the operation of the List Center. Functions both as an individual contributor and coordinator of multiple projects. Able to multi-task and support the staff in carrying out complex and fast-paced responsibilities. Handles sensitive and confidential tasks and materials with discretion, efficiency and tact.

Principal Duties and Responsibilities

1) Accounts Payables and Receivables (40%)

- Manage all financial accounts for the department.
- Using MIT's internal purchasing system Coupa, submits and processes requisitions for goods and services including office supplies, specialty items that require bid preparation, and complex contracts for independent contractors; approves invoices and submits one-time requests for payment or reimbursement (RFPs).
- Reconcile monthly statements
- Creates basic reports for financial analysis using SAP and excel
- Process all incoming donations and funds
- Fulfill orders for catalogue sales
- Initiate and approve journal vouchers, credit card purchases, and electronic requisitions
- Verify credit cards charges of multiple purchasers
- Interact with vendors regarding pricing
- Create invoices as needed
- Invoices MIT art borrowers for annual fees
- Oversee and reconcile office Petty Cash Fund
- Performs monthly and fiscal year-end closing processes.

2) Office Support (30%)

- Serve as first point of contact for office visitors; greets guests
- Assists with coordination of Advisory Board activities including 3 meetings annually.
- Pick up, sort and distribute all LVAC incoming mail, receive all packages from FedEx, UPS, etc.
- Organize outgoing bulk mail shipments of catalogues, brochures, and occasional FEDEX
- Order and maintain all office supplies, including stationary, kitchen supplies, and other office duties as required
- Responsible for office maintenance, cleanliness
- Maintain office equipment
- Oversee ordering new computers and point of contact with IS&T
- Removes trash from office and kitchen area as needed
- Handle requests for information via phone or the internet
- Respond to requests and directing inquiries from public
- Maintains and organizes all office files including paper and electronic files.

3) Other Duties (30%)

- Liaison between List Center and central MIT administration including Facilities, A/P, Procurement, Travel, A/V, Transportation, Parking, IS&T, Media Lab, Mail Services, ACT
- On board personnel and interns – set up MIT e-mail, computers, IDs, keys, alarm codes answer questions, etc.
- Books and coordinates complex travel arrangements for museum staff, visiting artists, and Institute-related business trips, handles post trip processing of expenses using the reporting system Concur.
- Approve hours for Temps, and support staff
- Reserve space and arrange for facilities and AV For special events and public programs.
- Stay for Exhibition Openings to assist with registration and other event support as needed.
- Assists with coordination of Advisory Board activities including 3 meetings annually.
- Prepare materials for Advisory Committee members, attend meetings, and to take minutes.
- Oversee gallery and book distributor catalogue sales
- Arrange for visitor parking
- Coordinates special projects as assigned by management.

Supervision received:

Receives direct supervision from Associate Director and Director of the MIT List Visual Arts Center; also works closely with all staff members.

Supervision exercised:

May train and supervise work of students, temporary staff, outside vendors and interns.

Requirements/Qualifications:

- High school diploma or equivalent required. Bachelor's degree in a related field preferred. Minimum 3 years' experience in accounting or finance required.
- Excellent administrative and organizational skills, including ability to multi-task, set priorities and manage competing priorities
- Excellent writing and verbal communication skills
- Must be flexible and able to work in a fast-paced environment
- Ability to work independently and efficiently with minimal supervision
- Positive attitude and excellent interpersonal skills
- Demonstrate initiative and problem-solving skills

- Attention to fine detail and ability to exercise independent judgment and discretion with confidential information
- Collaborates well with others and is a team builder
- On rare occasions, evening or weekend work may be required to help support major museum events and Advisory Committee Meetings.

Technical Skills and Software:

- Advanced computer skills in MacIntosh environment, including Microsoft Office Suite, especially Word, Excel, PowerPoint, email, shared electronic calendaring, google docs and dropbox
- Able to learn new software programs as needed

Desired:

- Knowledge of SAP, Concur, and other MIT systems a strong plus
- Knowledge of MIT environment and the List Visual Arts Center a plus
- Knowledge of and commitment to contemporary art a plus

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