MIT Job Description

Job Title & Grade: Financial Administrator 1, Grade 6	**Position Title: Research Administration Coordinator**
Reports to: Director, Research Administration; Linda Gjerasi	**% Effort or Wkly Hrs: 100% Effort**
Department: Mechanical Engineering	**Prepared by: Linda Gjerasi, Joanne Mathias, and Amanda Holley**
Date: June 23, 2026	**Replacement or Addition to Headcount? Replace at same level**

Position Overview:

Under minimal supervision, provides broad financial and office support for general accounting in the Department of Mechanical Engineering following the consolidation of the GIB and ME-RAS offices. Independently manages a diverse portfolio of financial responsibilities including account reconciliation, procurement, program budgeting, fiscal year closing, and salary allocation verification. Serves as a key financial resource for faculty, staff, and student program administrators, handling confidential information and exercising independent judgment in executing departmental financial operations.

Principal Duties and Responsibilities (Essential Functions)**:

Procurement & Accounts Payable

- Creates and approves procurement requisitions, including vendor setup and source selection processes, and accounts payable documents including invoices and RFP approvals; interacts with vendors and staff to answer questions and resolve issues.
- Assists departmental staff with purchasing and expensing methods, including Buy2Pay (B2P), procurement cards, internal requisitions, and travel reports, as well as applicable policies and practices.
- Prepares and approves Concur travel reports.
- Reviews and obtains PI approval for Sub-Award invoices; maintains records of approval.
- Communicates with individuals and VPF to request new procurement cards and closure of accounts.

Account Reconciliation & Financial Reporting

- Participates in the reconciliation of over 500 departmental GIB, fund, and endowed accounts monthly; supports reconciliation of faculty-controlled accounts as needed; investigates all entries and obtains backup materials.
- Monitors Under Recovery commitments and tracks allocations against budget.
- Tracks and monitors class expenses, including reconciling expenditures to approved budgets and flagging overruns.

- Monitors and manages the budget for Course 2.009 (Product Engineering Processes), including tracking expenses and providing spending updates throughout the term.

Salary Distribution & Allocations

- Verifies SDS (Salary Distribution System) allocations for term instructional staff each semester, confirming accuracy and coordinating corrections as needed.
- Administers the Direct Salary Charging Plan (DSCP): communicates with faculty in late August and early January prior to each term, confirms funding allocations with the respective financial officer, submits allocations in eSDS, and distributes DSCP funds upon receipt from VPF (additional 10% component).

Underrecovery

- Maintains the Department's Underrecovery database. Keeps track of Underrecovery commitments once approved by the Associate Department Head for Research.
    - Prepares reports on commitments by fiscal year and by PI or any ad hoc reports as requested.
    - Keeps track of underrecovery offset costs supported by the Provost's Office or School of Engineering.

Fiscal Year Closing

- Leads and coordinates assigned fiscal year-end closing activities, including:
    - Reviewing and resolving swept charges;
    - Closing outstanding purchase orders;
    - Reconciling and closing service center accounts;
    - Identifying and flagging overrun cost objects;
    - Processing accruals and deferrals as needed;
    - Assisting with office budget requests by compiling current fiscal year spending data and coordinating budget submissions for the following fiscal year.

Program Administration

- Supports financial aspects of the Women's Technology Program (WTP) from program launch through close, including budget monitoring, expense tracking, and final reconciliation.
- Oversees financial aspects of the First-Year Pre-Orientation Programs (FPOP), including the Department of Ocean Engineering (DOE), Design Meets Engineering (DME), and Design, Produce, and Deliver (DPD) programs. Responsibilities include approving purchases, monitoring budgets, and coordinating with Program Administrative Assistants on expenses and PCard reconciliations.

Royalties & External Revenue

- Manages the processing and tracking of Royalties and Industrial Liaison Program (ILP) income in coordination with the Director in ME-RAS and relevant central MIT offices.

Course Administration

- Assists in the mailing and distribution of Fall and Spring course assignment letters to faculty and administrative staff; monitors over 150 departmental course accounts.
- Maintains the departmental copy code list of over 300 codes.

Administrative Support

- Inputs role authorizations for Support Staff in relevant MIT systems.
- Communicates with student group leaders regarding budgets; tracks and reports on group spending.
- Assists in the upkeep of shared spaces, including overseeing maintenance of office equipment and setting up and maintaining common areas.
- Exercises confidentiality of sensitive and classified information in accordance with office protocols.
- Performs other administrative, financial, and clerical duties as necessary, including maintaining paper and electronic files, distributing mail, scanning, and photocopying.

Other duties as needed or required.

Supervision Received:

Reports to Director, Research Administration under minimal supervision.

Supervision Exercised:

No direct reports. May train and coordinate the work of student employees, FPOP participants using departmental procurement cards, and/or temporary staff.

Qualifications & Skills:

REQUIRED:

Education: Bachelor's degree required.

Experience: Minimum of 2 years' experience in accounting or finance, preferably in a higher education or research environment.

Skills & Competencies:

- Full working knowledge of general office practices and financial procedures
- Demonstrated experience with account reconciliation, accounts payable, procurement, and expense reimbursement
- Familiarity with salary distribution systems and fiscal year-end closing processes
- Ability to manage multiple concurrent financial programs and meet critical deadlines

- Excellent interpersonal and communication skills; ability to work effectively with faculty, staff, students, and administrators at all levels
- Strong attention to detail; ability to identify and resolve discrepancies independently
- Excellent organizational and time management skills; able to handle multiple tasks simultaneously
- Ability to maintain confidentiality and handle sensitive information with discretion
- Proficiency in Microsoft Office Suite, particularly Microsoft Excel; experience with MIT financial systems (Buy2Pay, Concur, SDS/eSDS, SAP) strongly preferred
- Willingness to explore new tools, workflows, and develop new implementation in procedures to ensure efficiency and alignment with departmental priorities.

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 toward 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. Is expected to know and follow relevant Environmental Health and Safety requirements.

** 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.