

OFFICE OF THE VICE PRESIDENT FOR FINANCE
 Job Description Form



Functional Area:	Office of the Vice President for Finance, Financial Operations		
Job Title:	Sr. Financial Assistant	Position Title:	Senior Travel Assistant
Reports to:	Assistant Manager Travel	Prepared On:	October 11, 2017
Level: 5	Duration (if applicable):	Hours per week/status: 20/Exempt	

GENERAL OVERVIEW:

The Office of the Vice President for Finance (VPF) works to advance MIT’s mission by supporting thoughtful stewardship and effective deployment of the Institute’s financial resources. Forward thinking and future oriented, this 140-person office is working to create a seamless administrative experience for MIT colleagues—through technology and process improvements—and make it easier for them to comply with grant, accounting, and other applicable rules. VPF also seeks to enhance the quality of financial information available to MIT and is focused on providing services that are readily adaptable to the evolving demands of an increasingly global Institute. A team-oriented office, VPF strives to exemplify financial and administrative excellence and the highest levels of integrity, inclusiveness, and accountability.

POSITION OVERVIEW STATEMENT

The Senior Travel Assistant is responsible for proactively organizing and initiating daily travel audits and coordinating training. Will manage drop-in training sessions, set up and maintain the Concur systems with minimal supervision. Exercises exceptional attention to detail, independent judgment, and discretion in matters affecting VPF Travel and Card Services. Requires comprehensive and in-depth knowledge and understanding of department goals, policies and procedures and broader MIT organization and mission.

PRINCIPAL DUTIES AND RESPONSIBILITIES (ESSENTIAL FUNCTIONS)

- Proactively organizes and initiates daily travel audits for Travel and Card Services
- Provides exceptional customer service to students, faculty and staff of the MIT travel community, and promptly responds to all inquiries including those requiring research
- Provides maintenance and set up of the MIT Travel Card systems and assigns the required delegate relationships
- Develops and maintains training materials, provides updates to communications team for VPF website, and quick cards for the Concur system
- Plans and coordinates both the weekly drop-in and more formal trainings around travel to the MIT community
- Manages coordination of travel expense report audits for compliance with MIT’s travel policy and government regulations, and approves expense reports using electronic expense reporting system
- Conducts baseline analytics on DLCs to identify patterns and repetitive issues that require additional training opportunities to correct and educate administrators at the DLC level
- Troubleshoots complex issues arising from the audit process and coordinates with traveler/approver to resolve issues and re-submission of expense reports
- Reviews recommendations and implementation of process improvements
- Performs monthly reconciliation and dunning process
- Serves as a training resource to less experienced staff
- Serves as a key contact to guide travelers and approvers through the electronic reporting system
- Manages the Request Tracker queue as needed, and provides impeccable customer service

- Manages the process of reporting taxability of relocation expenses and exceptions to travel policy, and provides reports to HR/Payroll
- Collaborates with supervisor on policy updates and change recommendations
- Exercises discretion and makes decisions on issues and priorities for his/her own work while taking into account project timelines and other deadlines
- Creates, writes, and edits internal and external correspondence, documents, training materials and performs other related duties as required

QUALIFICATIONS

Required:

- High School diploma
- Ability to function autonomously and to recognize and anticipate the department needs
- Willingness and ability to learn new computer programs
- Strong written and presenting skills, including excellent grammar and proofreading ability
- Maintains confidentiality; uses discretion, tact and good judgment
- Ability to foster and maintain excellent working relationships with clients and stakeholders
- Position requires thorough, in-depth information gathering and high level of analysis to develop solutions to highly complex problems

Preferred:

- Bachelor's degree
- Knowledge of SAP, Brio, Microsoft Office, Filemaker, PowerPoint
- Prior MIT experience
- Experience working in an office environment
- Experience with public speaking or making presentations

SUPERVISION RECEIVED

Receives supervision from Assistant Manager, Travel and Card Services.

SUPERVISION EXERCISED

None

A background check (including checking criminal records) will be required for the final candidate.

MIT is unable to provide work authorization and/or visa sponsorship for this position.

This position has a 6-month probationary period for new employees to the Institute.

VPF benefits from a diverse and engaged workplace and seeks to further enhance our community by employing individuals from varied backgrounds. VPF actively supports MIT's commitment to advancing a respectful and caring community that embraces diversity and empowers everyone to learn and do their best.

MIT is an equal employment opportunity employer. All qualified applicants will receive consideration for employment and will not be discriminated against on the basis of race, color, sex, sexual orientation, gender identity, religion, disability, age, genetic information, veteran status, ancestry, or national or ethnic origin.