

Senior Finance and Administrative Coordinator Tufts University

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Posted Jun. 3, 2025, set to expire Dec. 31, 2025

Job Title	Senior Finance and Administrative Coordinator
Department	Office of the Dean
Institution	Tufts University Medford, Massachusetts
Date Posted	Jun. 3, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Coordinator
Academic Field(s)	Finance/Investment Management Administrative Support/Services
Job Website	https://jobs.tufts.edu/jobs/21941?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

The Office of the Dean is responsible for the research, academic, and administrative functions of Tufts University School of Medicine, including overseeing the School's academic departments, the teaching and research enterprises, student services, and campus buildings and facilities. The primary responsibilities of the Office of the Dean include financial and strategic planning, resource allocation, faculty recruitment, interface with clinical affiliates, and other management responsibilities related to the function of a large and diverse medical school.

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What You'll Do

- Financial Support:
 - Processes day-to-day financial transactions for TUSM and GSBS that include but not limited to provider/clinical affiliate payments, reconciliations, purchase order requests, voucher requests and expense reports, monthly journal entries, supplemental pay requests, expense reimbursement review/process, award payments/prizes, GSBS student scholarships and other student funding
 - Supports budget management for school units
 - Monitors and tracks all spending for GSBS Dean's Office accounts
- Operational support
 - Staffs committees for research award programs; sends award notifications to recipients, department contacts and/or faculty when appropriate; processes payments for awards
 - Facilitates and provides approval for access to various systems for new employees
 - Trains TUSM community members on changes and new processes and acts as a resource to help support other departments and units across the school advising members on how to best navigate school and university processes, policies, and guidelines.
 - Serves as main point of contact for TSS and TTS and other offices related to financial and technology matters, including serving as a point of contact for TUSM's computer replacement program.
 - Works collaboratively with the Business Intelligence Manager on specific projects.
- Other duties as assigned

What We're Looking For

Basic Requirements:

- Knowledge and skills as typically acquired through Bachelor's degree and 3-5 years of financial/administrative/management related responsibilities
- Strong Excel and MS Office application skills, proficient with enterprise financial system applications
- Strong attention to detail, skilled at problem solving and decision making
- Ability to thrive in a hands-on role in a fast-paced environment that necessitates managing multiple priorities

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- Experience with data management, data analysis, financial and budget planning and reporting preferred.
- Excellent organizational, interpersonal, customer service, oral and written communication skills.
- Tact, discretion, and ability to maintain confidentiality.
- Results oriented and willing to be hands-on managing new activities.

Preferred Qualifications:

- Advanced degree preferred.
- Prior experience in higher education or other intellectually-based environment is highly desirable.
- Demonstrated understanding of a complex structure and the ability to bring a thoughtful, poised, and positive approach to the role.

Pay Range

Minimum \$29.40, Midpoint \$35.00, Maximum \$40.60

Salary is based on related experience, expertise, and internal equity; generally, new hires can expect pay between the minimum and midpoint of the range.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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