

MIT OFFICE OF THE VICE PRESIDENT FOR FINANCE

Job Description Form



Functional Area	Office of the Vice President for Finance, Budget and Financial Analysis		
Job Title	Assistant Director of Budget and Financial Analysis		
Reports to	<i>Title</i>	Director of Budget and Financial Analysis	

Date: June 2016

Level/Grade	Choose an item.	Type of position:	Hours_____ 40 / week
HR-RI 124		<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt

POSITION OVERVIEW STATEMENT

ASSISTANT DIRECTOR OF BUDGET AND FINANCIAL ANALYSIS, Office of the Vice President for Finance (VPF), will provide leadership in budgeting and budget-related financial analysis, reporting and forecasting for MIT, which has an annual operating budget of over \$3 billion. The Assistant Director will interact regularly and extensively with MIT's community, including academic, research and administrative units, in administering the annual budget cycle and, in collaboration with the community, identifying and effectuating continued enhancements to existing processes, reports and systems. S/he will also contribute meaningfully to the internal reporting and analysis of quarterly and annual financial results, as well as the preparation of additional financial reports, for senior management, working closely with both academic and administrative areas as needed.

The Assistant Director will help establish budgeting policies and practices that support the Institute's goals and meet community needs. S/he will be able to understand and advise how budgetary decisions and trends in revenue and expenditures affect the Institute's financial position in a comprehensive way. S/he will exercise effective judgment when dealing with sensitive matters and high-level confidential financial information for the Institute.

The Assistant Director must possess strong management skills to effectively lead and guide a high-performing team in a complex environment and strong capabilities for collaboration with other members of the Office of the Vice President for Finance (VPF), administrative partners and community financial administrators. Other expected capabilities include knowledge, skills, and expertise in the areas of critical thinking and problem solving, effective communication and advocacy, and thoughtful decision making.

Principal Duties and Responsibilities

- Orchestrate all the major components required to implement, operationalize and monitor the Institute-wide annual budget process. Conform to Institute budgeting policies and provide institutional knowledge and context with respect to budget requests and trends.
- Lead the annual administrative-area budget proposal process, which includes requesting, compiling and assisting with the evaluation of detailed budget proposals in light of the financial and operating performance of administrative units, and administering budget grants. Lead the quarterly reporting and forecasting process for the administrative areas and the annual closing process for those units. Serve as designated budget officer for specific administrative units.



- Drive consistent, focused engagement with MIT's academic and administrative units to foster a strong sense of cooperation and collaboration and identify and effectuate continued enhancements to existing budget-related processes, reports and systems.
- Partner with Director of Budget and Financial Analysis to prepare Institute-wide annual budget guidelines, set priorities and identify trends in unit budgets. Communicate policies that affect budgeting to applicable Institute staff to ensure and assist with proper and consistent application. Identify the need for policy changes or policy development in new areas.
- Lead publication and ensure accuracy of the annual Financial Results Book and Budget Book.
- Prepare the Institute Operating Statement for all actual, budget and forecast presentations and be responsible for informed and clear explanation of all categories.
- Prepare detailed financial analyses for the consideration of VPF leadership, senior management and the Executive Committee.
- Coordinate, under the direction of the Director of Budget and Financial Analysis, the Budget and Finance Steering Group (BFSG) materials and meetings. BFSG is chaired by the Executive Vice President and Provost and brings together senior financial officers to review current operating results against budgets and forecasts in support of the on-going financial health of the Institute.
- Manage a high performing team consisting of financial analysts and a budget operations specialist.
- Undertake additional assignments as appropriate.

QUALIFICATIONS

Position requires in-depth knowledge of principles, practices and theories related to budgeting and financial analysis in a highly complex environment. It further requires project management skills and the ability to design solutions for internal/external clients.

- At least ten years of direct, relevant financial experience including responsibilities for leading and managing organization-wide budget processes and a team of financial professionals.
- Master's degree with concentration in finance or accounting, or equivalent experience, preferred.
- Demonstrated ability to motivate teams to produce quality materials within tight timeframes and simultaneously manage several projects. The individual in this role must be able to guide a team to complete milestones within, or in advance of, stated deadlines.
- Financial experience in a major not-for-profit educational, research, scientific or engineering institution environment strongly preferred.
- Excellent communication skills, including capacity to participate in, and at times lead, high-level Institute meetings and presentations.
- Deft use of financial software and expert use of spreadsheets, word processing, database and querying tools required.
- Experience with SAP, data querying tools (e.g., Brio, Tableau, Congos, SQL, etc.), relational databases, and Microsoft Office applications, favored.



MIT will conduct a background check (including checking criminal records) for the finalist.

Supervision Received

The Assistant Director will receive broad guidance and overall direction from the Director of Budget and Financial Analysis.

Supervision Exercised

The Assistant Director will supervise exempt employees and will oversee the work of others, including planning, assigning, scheduling and reviewing work. S/he will ensure quality standards are met and will be responsible for coaching and developing staff.

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.

