

MIT OFFICE OF THE VICE PRESIDENT FOR FINANCE

Job Description Form



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

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

POSITION OVERVIEW STATEMENT

Budget and Financial Analysis (B&FA) is a professional services organization within the Office of the Vice President for Finance (VPF) and is responsible for developing the Institute’s annual budget and producing management reporting and financial analyses for sound management of the Institute’s activities. The B&FA team serves as a reliable resource to individual units in planning, preparing, and monitoring budgets, and works with each unit to close its books at the end of the fiscal year. B&FA team members offer budgeting expertise and help the MIT community understand the proper use and tracking of funds, provide training on MIT’s budgeting tool, and educate staff on how the overall Institute budgeting process works.

Individual members of the B&FA team support a collection of departments, labs, and centers (DLCs) and also develop specific content expertise in key financial reporting areas. This expertise is called upon often, as a major part of the team’s work is providing financial analysis to senior management on a wide range of interrelated financial issues on a recurring and ad hoc basis.

DUTIES AND RESPONSIBILITIES (ESSENTIAL FUNCTIONS)

The responsibilities of the Senior Budget Operations Analyst include:

- Reconcile submission of budget-related data to SAP, the Institute’s financial system, and to MIT’s financial data warehouse;
- Reconcile submission of monthly actuals from SAP into the budgeting system;
- Design, develop, test, maintain, and distribute monthly budget statements and reports;
- Serve as the budget system administrator, including adding new users, controlling rights granted to users, preparing the system for various budget activities including budget submission, global rate changes, and year-end closing;
- Create, maintain, and deliver education and training materials for the community regarding all aspects of the budget system and the Institute-wide budget process;
- Serve as dedicated budget officer to selected DLCs and work with those units to compile and monitor all aspects of their annual budget;
- Maintain effective working relationships with administrative staff in closely aligned offices including Controllershship, Human Resources, and the Provost’s Office, to derive and monitor key metrics and calculations relevant to budgeting at MIT;
- Provide end-user operational support and satisfy ad-hoc requests for data. Troubleshoot technical problems and errors encountered by users;



- Prepare various communications to budget system end-users to alert them of system status changes, upcoming budget processes, and training opportunities;
- Maintain budget system and process documentation;
- Collaborate with B&FA staff on the use of the budget system and related procedures required during the annual budget cycle (budget submission, global budgeting, global rate changes, and year-end closing);
- Develop effective approaches for long- and short-range funding policies to support Institute needs;
- Monitor all budget transactions, ensuring the approved budget/surplus is maintained in the system throughout the year and that effective reporting can be delivered to budget system end-users and senior management;
- Continue B&FA's drive towards excellence and continuous improvement by collaborating with the community to identify and effectuate continued enhancements to existing processes, reports, and systems;
- Participate in various projects within B&FA and across the Institute and serve as a resource for others; and
- Other duties as assigned.

The Senior Budget Operations Analyst will support the communication and implementation of budget policies and decisions made by senior management. S/he will be able to understand how decisions made by senior officers affect the Institute's financial position in a comprehensive way. S/he will exercise effective judgment when dealing with sensitive matters with constituents.

QUALIFICATIONS

- At least seven years of professional experience as a financial or budget analyst (or in a similar position) with in-depth knowledge of information systems, general business and financial management practices, and professional-level budgeting principles and practices.
- Bachelor's degree in accounting, finance, management, IT administration or a related field preferred.
- Proficient analytical and problem-solving skills, including experience with data mining, Excel analytics, database management, and report automation.
- Excellent written and oral communication skills; strong attention to detail and ability to keep colleagues and clients informed about procedures, requirements, and deadlines.
- Effective interpersonal skills that include the ability to develop and maintain excellent working relationships, a strong teamwork orientation, a willingness to cooperate in the fulfillment of joint objectives, a respect and understanding for the work of other team members, and an awareness of appropriate deliverables.
- Finance or systems support experience in a major not-for-profit educational, research, scientific or engineering institution preferred.
- Advanced experience with Microsoft Office (Excel, PowerPoint, Word) required.
- Experience with SAP, data querying tools (e.g., Brio, Tableau, Cognos, SQL), and database administration favored.
- Successful completion of background checks (including criminal records search).

SUPERVISION RECEIVED

The Senior Budget Operations Analyst will receive supervision from the Assistant Director of Budget and Financial Analysis.

SUPERVISION EXERCISED

The Senior Budget Operations Analyst will not directly manage staff but will work collaboratively with others in B&FA who will rely on the Senior Budget Operations Analyst for expertise and guidance.

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.

