

# MIT OFFICE OF THE VICE PRESIDENT FOR FINANCE

Job Description Form



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

Level/Grade	Choose an item.	Type of position:	Hours ____ 40 / week
HR-OC226		<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), 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 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 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 Financial Analyst II will include:

- Gathering financial and business information from various systems to conduct specialized financial studies or analyses
- Preparing responsive financial analyses for senior management utilizing in-depth financial modeling
- Supporting annual and quarterly financial planning for academic and administrative units through developing relevant input templates, querying data, preparing reports and analyzing results
- Helping design solutions for internal and external clients regarding the financial implications of operating and strategic decisions
- Participating in effective approaches for long- and short-range funding policies to support Institute and departmental needs
- Continuing B&FA's drive towards excellence and continuous improvement in all budgeting, forecasting and financial reporting activities
- Participating in various projects across the Institute and serving as a resource for others
- Other duties as assigned



The Financial Analyst II will support the communication and implementation of 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.

The Financial Analyst II will perform the following activities:

1. Management Reporting: Prepare consistent, concise and informative standard management reporting packages.
2. Ad-Hoc Financial Analysis: Collect and analyze financial and operational data. Work with other analysts and academic and administrative partners to develop and investigate alternatives and to present results.
3. Internal Relationship Management and Communications: Build positive relationships with key constituents across the Institute. Foster an environment of cooperation and trust. Effectively meet deadlines while providing high-level customer service. Become a valued team member within VPF and MIT communities.
4. Decision Making and Judgment: Will help implement policies and decisions made by senior management. Will exercise effective judgment when dealing with sensitive matters with constituents. Will promote fact-based analysis and decision-making processes.

#### **QUALIFICATIONS**

- Individual must have at least two years professional experience as a Financial Analyst (or in a similar position) preparing and communicating financial analyses and reports in a complex organization
- BA/BS in finance, accounting 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 which 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
- Teamwork, flexibility, and project management experience required
- Advanced experience with Microsoft Office (Excel, PowerPoint, Word) required
- Experience with SAP, Brio Query, SQL, Cognos and Access preferred

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

#### **SUPERVISION RECEIVED**

The Financial Analyst II will receive supervision from the Director of Budget and Financial Analysis.

#### **SUPERVISION EXERCISED**

The Financial Analyst II will not train staff and/or coordinate the work of others.

*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.*

