

# 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-QG081		<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 (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 will include:

- Key business system administrator for the Institute-wide budget system
- Responsible for the three main user modules of MIT's proprietary budgeting system: the Web interface, through which DLCs submit and view their annual budgets; a supplemental web application through which DLCs can submit budget amendment; and the database module utilized internally by BF&A personnel;
- Transmit and reconcile submission of budget-related data to SAP, the Institute's financial system, and to MIT's financial data warehouse;
- Load and reconcile submission of monthly actual spend from SAP into the budgeting system;
- Design, develop, test, maintain and distribute monthly budget statements and reports;
- Serve as budget system administrator, including adding new users, controlling rights granted to users, preparing the system for various budget activity including budget submission, global rate changes and year-end closing;
- Oversee, 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 senior administrative staff in closely allied offices including Controllershship, Information Systems and Technology, the Office of Sponsored Programs, Human Resources, the Recoding Secretary's Office, the Office of the Executive Vice President and the Provost's Office to derive and monitor key metrics and calculations relevant to budgeting at MIT;
- Oversee end-user operational support and satisfy ad-hoc requests for data. Troubleshoot technical problems and errors encountered by users;
- Responsible for various communications to budget system end-users to alert them of system status changes, upcoming budget processes and training opportunities;
- Create and maintain budget system and budget process documentation;
- Direct 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 and administer effective approaches for long- and short-range funding policies to support Institute and departmental 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;
- Guide 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;
- Lead various projects within B&FA and across the Institute and serve as a resource for others; and
- Other special projects and 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 Systems or Budget Analyst (or in a similar position) with in-depth knowledge of computer and information systems, general business and financial management practices and professional-level budgeting principles and practices.
- Bachelor's degree in IT, accounting, management or a related field preferred.
- Information technology support experience in a major not-for-profit educational, research, scientific or engineering institution environment strongly 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.
- Advanced experience with Microsoft Office (Excel, PowerPoint, Word) required.
- Experience with SAP, data querying tools (e.g., Brio, Tableau, Cognos, SQL, etc.), 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.*

