



Office of the
Vice President for Finance



VPF Profiles

Meet members of MIT's
Office of the Vice President for Finance



John Donnelly / Assistant Director, Budget and Financial Analysis

Joined VPF: 1998

What I do:

My primary responsibility is managing the general Institute budget (GIB) and the annual budget process, including planning, submission, quarterly forecasting, and year-end reporting. Working in a centralized area—especially in the budget/finance area—gives you a broad perspective on how MIT works. It can be challenging, rewarding, and, at times, humbling. Being able to see ideas mature from their infancy to being fully implemented at the Institute has been gratifying. In addition, it's great to know that I'm part of something bigger than myself. I have no doubt that MIT makes the world a better place over the long haul, and although I don't play a direct role in the academics or the research that goes on here, I feel that my work contributes to the greater good, which is very rewarding.



Why I enjoy being part of VPF:

So many people who work in VPF are really friendly—willing to help wherever and whenever needed. Several years ago, I had to be out of the office for a prolonged period. I was struck by how many offers of help I got from the people at MIT, many of whom were my colleagues from VPF. I really felt blessed to be part of an organization like this one.

Christina Lo / Senior Advisor, Business and Legal Affairs

Joined VPF: 2011



What I do:

I review, draft, negotiate, advise on, and execute commercial contracts for the acquisition of goods and services. I work closely with my internal MIT customers to make sure that each contract meets their business and research objectives. I also work to ensure that risks are minimized to MIT and our faculty, staff, and students. My role requires that I pay close attention to contract details, deliverables, and obligations, and account for any variables that might undermine MIT's best interest.

Why I enjoy being part of VPF:

I am involved in contracts that span MIT's vast interests and activities—from complex service agreements, to high-tech software and equipment purchase contracts, to collaborative research agreements and consulting services. Each contract is unique, and I enjoy building relationships and working collaboratively to finalize contracts that best support the great work of MIT. The VPF culture similarly supports a collaborative, relationship-building approach to carrying out our work. I truly value being a part of this great team of colleagues who are committed to supporting the vision and goals of MIT.

Suzette Clinton / Senior Human Resources Business Partner
Joined VPF: 2010 / Joined MIT: 1991



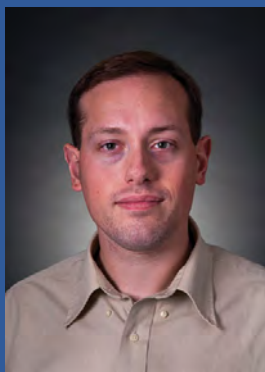
What I do:

I partner with our Director of Administrative Services and Operations to carry out human resources work for VPF, including recruitment, orientation, performance management and development, employee relations, compensation, training, strategic planning, and diversity and inclusion. Overall, my goal is to provide operational and strategic human resources support to VPF so everyone can be successful in their careers and their service to MIT.

Why I enjoy being part of VPF:

We strive for excellence in VPF, and we work hard. We also have fun! I enjoy serving on our VPF Fun Committee, and I look forward to baking cakes and sharing recipes with my colleagues as I prepare for our annual bake-off challenge. VPF is a diverse community, and I enjoy that. I find that everyone is open to new perspectives and new ideas. We are strengthened by our differences and also unified by our common connection to the MIT mission.

Rich Corrente /
Accounts Payable
Assistant
Joined VPF: 2008



What I do:

I process financial transactions for a wide range of purchases and services being procured as part of MIT's multibillion dollar budget. This includes ensuring we are being invoiced accurately, are being provided with proper documentation for our purchases, and are meeting necessary accounting practices. I work with members of the MIT community and with our international network of vendors to field inquiries and resolve issues that may hinder payment or impact the accuracy of our reporting.

Why I enjoy being part of VPF:

As part of a team that handles financial transactions across all the departments at the Institute, I have the opportunity to work with a diverse array of people from labs with many far-reaching goals. It provides me with an incredible bird's-eye view of the work being done across campus and all of the different equipment that comes together to keep our state-of-the-art labs working for our faculty, students, and post-docs. I assist individuals and businesses of all sizes from around the world every day.

Joanne Reynolds / Senior Administrative Assistant, Financial Operations
Joined VPF: 2005



What I do:

I provide complex, high-level administrative support for the Director of Financial Operations and other members of the financial operations team. I also perform a diverse range of administrative functions that serve the financial operations team and VPF as a whole—scheduling training classes, creating and processing purchase orders, generating comprehensive reports, creating and updating PowerPoint process and organizational charts, and maintaining insurance files on campus vendors. My position includes a customer service function, as I research and respond to customer inquiries sent to VPF's Procurement team.

Why I enjoy being part of VPF:

Customer service is a very important role to me. My position involves a significant amount of customer inquiries from within MIT and from outside the community. I enjoy solving problems and providing first-rate service. VPF associates work extremely hard, work well as a team, and always strive for excellence. The interactions I have with other people at VPF—the open and pleasant atmosphere, and the high level of communication and collaboration—all contribute to a great working environment. We always have new, challenging projects in the works, and it's gratifying to know I'm making a difference for the MIT community.



Jarvis Smith / Staff Accountant
Joined VPF: 2012

What I do:

My job has many moving parts and puts me in touch with departments across MIT. I provide a wide range of accounting functions for many aspects of VPF's Financial Accounting and Reporting unit. Some of the information I prepare is included in MIT's annual *Report of the Treasurer*. I am responsible for monitoring General Accounts Receivable billing and collections, and account reconciliations. I also help close the books on Accounts Receivable, including student accounts for tuition. My position involves providing a high level of customer service to MIT's departments, labs, and centers, fielding inquiries about their accounts, and helping them understand accounting policies.

Why I enjoy being part of VPF:

I enjoy being part of the team that creates and publishes the Institute's overall financials and fiscal year progress. I have a very good support system with my colleagues, and we work in a highly collaborative manner. Overall, I appreciate VPF's open-door policy, where we can voice our thoughts and ideas and work together on common goals for the Institute. I enjoy working closely with many departments at MIT.