

Job Description – MIT Job #24504

Functional Area:	Office of the Vice President for Finance, Financial Systems		
Job Title:	Business Analyst 2	Position Title:	Business Systems Analyst
Reports to:	Manager, Financial Systems	Prepared on:	October 2024
Salary Grade: 9	Salary Range: \$90,000 - \$115,000	Hours per week/status: 40/Exempt	Duration: Three (3) Year TERM position

About the Office of the Vice President for Finance:

Join the MIT Office of the Vice President for Finance (VPF) and be part of a team dedicated to managing the Institute's financial resources to support education, research, and innovation. At VPF, we prioritize excellence, integrity, and inclusiveness in our work and office culture.

VPF achieves goals through teamwork and collaboration, and we celebrate those successes together. Our team comprises professionals with diverse backgrounds and skill sets who share a passion for financial and administrative excellence.

VPF offers flexible work schedules with both remote and in-office work. A VPF staff member will spend 2-8 days per month in the office, depending on the position and specific team schedules. Our primary location in Technology Square is convenient to amenities, including coffee shops, lunch spots, and events on MIT's main campus. Commuter resources, including free MBTA passes and commuter rail discounts, are available to all employees.

MIT's comprehensive benefits package demonstrates a commitment to our employees' well-being. Our benefits include health and dental insurance, a 401(k) plan with employer match, an additional pension plan with 100% of contributions managed and paid for by MIT, paid vacations and holidays, and more.

Position Overview

The Business Systems Analyst works with business partners in VPF and across departments, labs, centers, and institutes (DLCIs) to align technology solutions with business strategies related to MIT's financial operations. This role is responsible for the analysis, design, maintenance, and support of MIT's time management, payroll, and distribution systems and related business processes. Duties include gathering, analyzing, and communicating moderately complex business requirements and processes; performing testing; developing and maintaining documentation; and troubleshooting issues related to assigned business processes, systems, or projects. The ideal candidate is creative, curious, and analytical; can juggle multiple small- to medium-sized projects; and is comfortable managing multiple deadlines effectively with minimal supervision.

Principle Duties and Responsibilities

- Acts as a resource to the Institute on various systems and assignments related to financial operations.
- Primarily supports Time Management and Payroll systems and business solutions.
- Receives knowledge transfer necessary to support time management and payroll in MIT's new enterprise resource planning (ERP) system.
- Collaborates with stakeholders to research and document current business processes and procedures.

- Assesses business needs using a structured requirements process of gathering, analyzing, documenting, and managing changes.
- Drafts and communicates requirements to implement Time Management and Payroll business solutions.
- Analyzes business operations, processes, systems, and procedures to determine opportunities for improvement.
- Assists in business process redesign.
- Develops and executes test cases related to systems and procedures and validates test results to ensure compliance with state and federal requirements and MIT policies.
- Coordinates user testing.
- Participates in project meetings, may plan or lead project meetings.
- Acts as project liaison to key stakeholders, including external suppliers, government agencies, MIT offices, departments, labs, centers, and institutes.
- Provides status updates to stakeholders and is accountable for deadlines and deliverables.
- Contributes to the development of plans for rolling out new functionality and system and process changes to the MIT community.
- Collaborates with the VPF communications team to communicate policies and systems and process changes to the MIT community through the VPF website, newsletters, and other mechanisms as appropriate.
- Partners with VPF's Training Specialist(s) and subject matter experts to develop content for training and may provide instruction, training, and guidance to stakeholders.
- Works with stakeholders to resolve defects and test solutions to ensure systems are working as expected.
- Records, tracks, and reports on issues through final resolution.
- Contributes to the development and maintenance of time and payroll procedures, and guidelines.
- Develops reports and data analytics.
- May assist VPF to provide data for audit and compliance requests.
- Other duties as assigned.

Qualifications

Required

- Bachelor's degree in computer science, information systems, accounting, or a related field
- At least five (5) years of experience in payroll or relevant experience
- Solid knowledge of SAP's Human Resources and Payroll modules or other enterprise-level system
- Previous business analysis experience
- Strong problem-solving skills with the ability to analyze and synthesize information in a concise manner and make recommendations to resolve issues
- Proficiency in Excel, Word, and PowerPoint
- Demonstrated experience providing superior customer service, including but not limited to the ability to interact with individuals at various levels at the Institute
- Strong interpersonal skills and demonstrated ability to build positive relationships with key constituents within VPF and in the broader MIT community
- Ability to maintain a professional and respectful demeanor, exercise effective judgment, and deal with sensitive matters with tact and diplomacy
- Excellent written and verbal communication skills, including the ability to prepare reports and give presentations
- Demonstrated adaptability, flexibility, and ability to reprioritize workload as necessary

Preferred

- Previous higher education experience
- Business analysis training

- Understanding of traditional (waterfall) project management methodology and/or agile methodology
- Familiarity with Smartsheet

Supervision Received

Reports to the Manager of Financial Systems

Supervision Exercised

None

Additional Information

MIT considers equivalent combinations of experience and education for certain jobs. All candidates who believe they possess equivalent experience and education are encouraged to apply.

Employment is contingent upon the completion of a satisfactory background check.

MIT is unable to provide work authorization or visa sponsorship for this position.

This position has a six-month probationary period for new employees to the Institute.

Diversity, Equity, and Inclusion

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.

VPF is Mission Focused

The Office of the Vice President for Finance (VPF) advances MIT's mission by supporting thoughtful stewardship and effective deployment of the Institute's financial resources. Forward-thinking and future-oriented, the office is working to create a seamless administrative experience for MIT colleagues and make it easier for them to comply with grant, accounting, and other applicable rules. VPF also seeks to enhance the quality of financial information available to MIT and is focused on providing services that are readily adaptable to the evolving demands of an increasingly global Institute.