

Job Description – MIT Job #25566

Functional Area:	Office of the Vice President for Finance, Financial Systems		
Job Title:	Mgmt 5 – IT Generalists	Position Title:	Director of Financial Systems
Reports to:	Vice President for Finance	Prepared on:	February 2026
Salary Grade: 14	Salary Range: \$208,115 - \$283,000	Hours per week/status: 40/Exempt	

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. Depending on the position and specific team schedules, a VPF staff member will spend 2-8 days per month in the office. 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

Reporting directly to the Vice President for Finance (VPF), the Director of Financial Systems will lead a team of business systems analysts and project managers responsible for VPF's management of financial systems that enable a range of financial activity at MIT, including but not limited to paying faculty and staff, purchasing goods and services, and accounting for revenues, expenditures and other dynamics depicted on the Institute's financial statements. The director will be responsible for the maintenance of these systems in conjunction with MIT Information Systems and Technology (IS&T), assisting other VPF units in responding to questions from the MIT community about such systems, and providing strategic direction for the continuous improvement of these systems. The director is also responsible for leading professionals who provide desktop support for VPF and Human Resources and provide leadership for VPF reporting and analytic resources.

Serve as Finance Workstream Lead for the implementation of Oracle ERP targeted for July 2028. In collaboration with IS&T, Business and Digital Transformation Office (BDTO), VPF functional leads for financial operations and accounting, and our implementation partner, the individual in this role will lead the VPF business process redesign, Oracle ERP configuration, testing, and support for the duration of the project. Responsibilities will also

include collaborating to propose a support model for the care and maintenance of Oracle ERP after go-live and stabilization.

MIT's financial systems play a critical role in enabling the financial activity that underpins its world-class research, education, and innovation initiatives. VPF seeks a dynamic leader with proven accomplishments to drive a complex organization toward best practices and modernization. Candidates for this position will have demonstrated experience providing and maintaining agile, flexible, and user-friendly financial systems capable of enabling diverse and complex financial activity. Additionally, we are looking for someone with experience as part of an ERP implementation.

Principal Duties and Responsibilities

- Leads maintenance and enhancement of financial systems serving MIT.
- Is responsible for developing complex business cases to aid in decision-making for proposed system changes and improvements, and for changes to related business processes.
- Builds and supervises a team of business systems analysts responsible for systems maintenance and analysis, project management, testing, process mapping, and training, that embraces positive relationships with a variety of constituents.
- Coordinates work with IS&T, BDTO, and across MIT's departments, labs, centers, and institutes (DLCIs) to develop system roadmaps and portfolio management reporting capabilities.
- Collaborates with key business process owners and members of the MIT community, including administrative, research, and academic units, to assess limitations of currently implemented enterprise applications, identify service delivery improvement opportunities, and design systems and process solutions.
- Leads multiple, complex, and highly visible innovation projects that span organizational units within VPF and across MIT.
- Creates new tools and services designed to streamline processes for members of the MIT community involved in financial management.
- Provides leadership in directing requirements design, development, deployment, and support of VPF systems enhancements and projects.
- Creates metric definitions and measurements and develops subsequent management briefings and progress status reporting.
- Works with VPF leadership team to define the scope, budget, deliverables, and timelines for all VPF systems initiatives and prioritizes projects and IS&T resources across VPF.
- Maintains expertise on best practices and new developments in the field of enterprise-wide financial systems—and serves as a resource to inform new systems strategies for MIT, including emerging fields of machine learning, analytics, and artificial intelligence.
- Actively explores opportunities to incorporate analytics into the fabric of VPF systems to inform sound business decisions, compliance, and auditing initiatives.
- Performs other duties as assigned.

Qualifications

Required

- Bachelor's degree in a related field
- Ten years of professional financial systems experience in a highly complex organization
- Proven ability to lead and manage a team
- Ability to exhibit poise, composure, and confidence in stressful or high-pressure situations
- Highly organized and demonstrated expert knowledge in project management

- Proven ability to identify and design systems solutions for complex enterprises, encompassing a range of financial and transactional activities
- Expertise in business systems and process analysis, and project and change management to drive high-value process improvement projects
- Ability to lead projects that will provide significant impact in areas that are not necessarily owned by one department, but require cooperative, cohesive efforts for successful project outcomes
- Excellent written and oral communication skills; ability to keep colleagues and clients informed about project requirements and deadlines
- Effective interpersonal skills and the ability to develop and maintain excellent working relationships with internal colleagues and stakeholders across the Institute
- Strong teamwork orientation, including a willingness to cooperate in fulfilling joint objectives
- Experience working with an enterprise resource planning (ERP) suite of software supporting a complex organization, preferably SAP, and best-in-class applications that interact with an underlying ERP or data warehouse architecture to enable key business functions, such as Concur, Coupa, Cognos, Tableau, and Salesforce
- Experience with data architecture and data governance constructs and issues

Preferred

- Advanced degree in a related field
- Previous HR/Payroll Systems experience
- Experience as part of an ERP implementation
- Experience in a complex not-for-profit setting
- Experience with Oracle Cloud ERP

Supervision Received

Reports to the Vice President for Finance

Supervision Exercised

Will provide supervision to a team of Business System Analysts and Managers, Desktop Support resources, and Reporting and Analytics personnel

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.

MIT is an equal employment opportunity employer

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.

All qualified applicants will receive equitable consideration for employment based on their experience and qualifications and will not be discriminated against on the basis of race, color, sex, sexual orientation, gender identity, pregnancy, religion, disability, age, genetic information, veteran status, 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.