

OFFICE OF THE VICE PRESIDENT FOR FINANCE



Functional Area:	Office of the Vice President for Finance, Financial Systems		
Job Title:	Business Analyst 2	Position Title:	Business Systems Analyst III
Reports to:	Director of Financial Systems	Prepared On:	September 2019
Level/Grade: 9	Duration (if applicable):	Hours per week/status: 40/Non-Exempt	

GENERAL OVERVIEW:

The Office of the Vice President for Finance (VPF) works to advance MIT’s mission by supporting thoughtful stewardship and effective deployment of the Institute’s financial resources. Forward-thinking and future-oriented, this 165-person 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. A team-oriented office, VPF strives to exemplify financial and administrative excellence and the highest levels of integrity, inclusiveness, and accountability.

POSITION OVERVIEW:

The Business Systems Analyst III works across departments, labs, centers, and administrative functions of the Institute to align technology solutions with business strategies related to a wide variety of supply chain logistics. Duties will include analyzing project requirements and processes, troubleshooting issues, maintaining continuous surveillance on assigned cases to determine progress and identifying delays due to system or other issues, and coordinating assigned actions with other teams and organizations to ensure objectives are met. This person will strive to address scalability and operational improvements on many fronts. The ideal candidate is creative, curious, and analytical and is capable of juggle multiple projects with varying levels of involvement.

The initial focus on this role will be to launch the eShipGlobal system. The Business Systems Analyst III will serve as a systems administrator, facilitating shipment and delivery of material essential to the work of campus by ensuring the system works effectively, and processes and procedures are thoroughly and effectively communicated to the MIT community.

PRINCIPAL DUTIES AND RESPONSIBILITIES (ESSENTIAL FUNCTIONS):

- Acts as subject matter expert and resource to the Institute on various systems and assignments related to financial operations
- Contributes to short-term operational business planning to ensure understanding of business goals and direction
- Oversees and leads analysis and testing of systems and procedures to ensure compliance with all state and federal requirements and MIT policies, and provides guidance to stakeholders as necessary
- Provides status updates to stakeholders and is accountable for deadlines and deliverables
- Writes and updates requirements and functional specifications to implement MIT policies, and works with the VPF communications team to communicate policies to the MIT community through the VPF website, newsletters, and other mechanisms as appropriate

- Acts as project liaison to key stakeholders, including external suppliers, government agencies, and MIT Environment Health & Safety and Export Control teams
- Develops, cultivates, and maintains an understanding of requirements, business processes, and challenges related to assigned projects
- Plans, leads, and conducts project meetings
- Assesses and documents business and system processes or changes to policies and procedures
- Makes recommendations on how to improve existing processes and stays up to date on industry developments and best practices
- Develops and reviews test cases, conducts testing, and validates test results
- Works with key stakeholders to resolve existing issues and test the fixes to ensure systems are working as expected
- Records, tracks and reports on issues through resolution
- Works with VPF's Training Specialist and subject matter experts to develop content for training
- Helps develop plans for rolling out new functionality and system and process changes to the MIT community
- Other duties as assigned

QUALIFICATIONS:

Required:

- A bachelor's degree in a related field
- At least five years of experience in supply chain logistics, shipping analytics, and/or transport of hazardous materials
- Demonstrated experience providing superior customer service, including but not limited to, the ability to interact with individuals at various levels at the Institute
- Knowledge of shipping industry requirements, including domestic, international, and hazardous material shipping
- Strong interpersonal skills, demonstrated ability to build positive relationships with key constituents within MIT and in the broader community
- Ability to maintain a professional and respectful demeanor, exercise effective judgment, and deal with sensitive matters with tact and diplomacy
- Ability to analyze and synthesize information in a concise manner and make recommendations to resolve issues
- Excellent written and verbal communication skills, including ability to prepare reports and give presentations
- Must be proficient in Excel, Word, and PowerPoint
- Demonstrated adaptability, flexibility, and ability to reprioritize workload as necessary

Preferred:

- Experience with international shipping and hazardous materials strongly preferred
- International Air Transport Association (IATA) and U.S. Department of Transportation (DOT) certification strongly preferred
- Experience with eShipGlobal or other shipping systems (e.g. FedEx, UPS, DHL)
- Experience with procurement systems and processes

Supervision Received

Will receive supervision from the Director of Financial Systems

Supervision Exercised:

None

A background check (including checking criminal records) will be required for the final candidate

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

This position has a 6-month probationary period for new employees to the Institute

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.