

## Job Description – MIT Job #22416

<b>Functional Area:</b>	<b>Office of the Vice President for Finance, Financial Systems</b>		
<b>Job Title:</b>	Business Analyst 2	<b>Position Title:</b>	Business Systems Analyst
<b>Reports to:</b>	Manager, Financial Systems	<b>Prepared on:</b>	February 2023
<b>Salary Grade: 9</b>	Salary Range: \$80,000 - \$95,000	<b>Hours per week/status:</b> 40/Exempt	

### Business Systems Analyst

#### 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, 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. 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 works with business partners in VPF and across departments, labs, and centers, (DLCs) to align technology solutions with business strategies related to Institute financial operations. This role is responsible for the analysis, design, configuration, maintenance, and support of MIT's Buy-to-Pay (B2P) system which is built on the Coupa platform. 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 and 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
- 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 financial business solutions
- Performs Coupa system configuration
- 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, and centers
- 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 policies, procedures, and guidelines
- Develops reports and data analytics
- Provides ongoing production support and maintenance of assigned systems and processes as needed
- May assist VPF to provide data for audit and compliance requests
- Other duties as assigned

### **Qualifications**

#### **Required**

- A bachelor's degree in computer science, information systems, accounting, or a related field
- At least five years of experience in supplier management, procurement, accounts payable, or other financial operations
- Solid knowledge of one or more modules of the Coupa system (e.g., procurement, accounts payable), Coupa administration or similar buy-to-pay 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
- Must be proficient 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, 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

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**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.

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

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.

**Remote Work**

MIT is committed to supporting a safe and equitable workplace. MIT and VPF are developing guidance, policies, and models for returning to work on campus. As of February 2023, this position is designated as one that can be performed in a hybrid model of one day per week in the office, although this is subject to change.

**Covid Policy**

MIT currently requires Covid-19 vaccination for all MIT employees who work in the United States. Individuals may request an exemption from the vaccine requirement for medical or religious reasons. See [MIT Now](#) for more information on MIT's Covid policies. Offers of employment are contingent on an applicant's compliance with MIT's Covid-19 vaccine/exemption requirements.

**Diversity, Equity, & 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.