


OFFICE OF THE VICE PRESIDENT FOR FINANCE

Functional Area:	Office of the Vice President for Finance, Financial Systems		
Job Title:	Business Analyst 4	Position Title:	Consulting Business Systems Analyst
Reports to:	Manager, Financial Systems	Prepared On:	June 2021 MIT Job # 19804
Level/Grade: 11	Salary Range: \$123,000-\$143,000	Hours per week/status: 40/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 Consulting Business Systems Analyst works with business partners across departments, labs, centers, (DLCs) to align technology solutions with business strategies related to Institute financial operations. This role is responsible for analysis, design, configuration, maintenance and support of VPF system solutions that improve business efficiency and productivity. Duties include analyzing, documenting, and communicating highly complex business requirements and processes, directing and executing testing, and troubleshooting issues related to assigned projects. She/he will address operational improvements on many fronts. The ideal candidate has a strong business system analyst skillset, proven SAP FICO experience, accounting knowledge, and is creative, curious, and capable of juggling multiple projects with varying levels of involvement.

PRINCIPAL DUTIES AND RESPONSIBILITIES (ESSENTIAL FUNCTIONS):

- Acts as subject matter expert, lead analyst, mentor, and resource to the Institute on systems and assignments related to financial operations
- Coordinates the development and communication of business requirements and functional specifications for designing and implementing financial business solutions
- Gathers, analyzes, documents, communicates, and manages changes to requirements, business processes, and challenges related to assigned projects
- Plans, leads, and conducts project meetings
- Provides status updates to stakeholders and is accountable for deadlines and deliverables
- Reviews work statuses and discusses work progress and obstacles
- Reviews the work of other staff and provides feedback on specific tasks and activities as need
- Acts as project liaison to key stakeholders, including external suppliers, government agencies, and DLCs
- Reviews and approves test plans and monitors the testing process to address completeness and quality

- Develops and reviews test cases, conducts testing, and validates test results
- Records, tracks, and reports on issues through resolution
- Works with the VPF communications team to communicate policies and systems changes to the MIT community through the VPF website, newsletters, and other mechanisms as appropriate
- Partners 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
- Recommends business process redesign and documentation for new technologies, as needed
- Makes recommendations to improve existing processes and stays up to date on industry developments and best practices
- Other duties as assigned

QUALIFICATIONS:

Required:

- A bachelor's degree in computer science, information systems, accounting, or related field
- Advanced Enterprise Resource Planning (ERP) software experience, preferably 7+ years of experience in SAP Financial Accounting (FI) and/or Controlling (CO) and Project Systems (PS)
- Solid knowledge of general financial accounting and financial business operations
- Advanced proficiency in business analysis principles and experience recommending financial best practices
- Must be proficient in Excel, Word, and PowerPoint
- Demonstrated experience leading teams
- Demonstrated experience providing superior customer service, including but not limited to, the ability to interact with individuals at various levels at the Institute
- Strong problem-solving skills with the ability to diagnose problems using tools and techniques from multiple angles and probe underlying issues to generate multiple potential solutions to resolve issues
- Interest in, and ability to coach and transfer knowledge to less experienced staff, providing advice, guidance, and constructive feedback
- Excellent interpersonal, written and verbal communication skills, including ability to prepare reports, give presentations, lead design discussions, and obtain consensus among stakeholders
- Demonstrated adaptability, flexibility, and ability to reprioritize workload as necessary

Preferred:

- Previous higher education experience
- At least two full life cycles of SAP financial implementation projects
- Integration of SAP FICO with human resources, procurement, accounts receivable, and inventory management
- Foundational knowledge of SAP Sales and Distribution and/or Asset Management
- Demonstrated understanding of SAP FICO authorizations and configuration
- Experience with SAP's ERP for large enterprises, S/4 HANA business suite
- Experience with procurement systems and processes
- Project management experience

Supervision Received

Will receive supervision from the Manager, 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.

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.

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.