



**OFFICE OF THE VICE PRESIDENT FOR FINANCE**

<b>Functional Area:</b>	Office of the Vice President for Finance, Financial Systems		
<b>Job Title:</b>	Mgmt 5 – Application Support	<b>Position Title:</b>	Director of Financial Systems
<b>Reports to:</b>	Vice President for Finance	<b>Prepared On:</b>	July 2022 MIT Job # 21558
<b>Grade: 13</b>		<b>Hours per week/status:</b> 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 Statement**

Reporting directly to the Vice President for Finance, the Director of Financial Systems will lead a team of business systems analysts 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 to respond to questions from the MIT community about such systems, and providing strategic direction for continuous improvement of these systems. In collaboration with IS&T and functional leads for financial operations and accounting within VPF and informed by robust engagement with the larger MIT community, the individual in this role will lead the development and implementation of a multi-year roadmap to modernize critical aspects of VPF’s financial systems and related business processes. The director will collaborate with VPF business leads and other staff with expertise in financial data to enhance financial reporting capabilities.

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.

**Principal Duties and Responsibilities (Essential Functions)**

- Lead 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
- Build and supervise 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
- Coordinate work with Information Systems and Technology (IS&T) and across MIT's departments, labs, and centers (DLCs) to develop system roadmaps and portfolio management reporting capabilities
- Collaborate 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
- Lead multiple, complex, and highly-visible innovation projects that span organizational units within VPF and across MIT
- Create new tools and services designed to streamline processes for members of the MIT community involved in financial management
- Provide leadership in directing requirements design, development, deployment, and support of VPF systems enhancements and projects
- Create metric definitions and measurements and develop subsequent management briefings and progress status reporting
- Work with VPF leadership team to define scope, budget, deliverables, and timelines for all VPF systems initiatives and prioritize projects and IS&T resources across VPF
- Maintain expertise on best practices and new developments in the field of enterprise-wide financial systems—and serve as a resource and to inform new systems strategies for MIT—including emerging fields of machine learning, analytics, and artificial intelligence
- Actively explore opportunities to incorporate analytics into the fabric of VPF systems to inform sound business decisions, compliance, and auditing initiatives
- Additional duties as assigned

## **Qualifications**

### **Required:**

- Advanced 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 activity
- 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 Sales Force
- Experience with data architecture and data governance constructs and issues

**Preferred:**

- Experience in a complex not-for-profit setting

**Supervision Received**

Will report to the Vice President for Finance

**Supervision Exercised**

Will supervise a team of Business System Analysts and Managers

**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 July 2022, this position is designated as one that can be performed in a hybrid model of two days 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 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.

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.*