

OFFICE OF THE VICE PRESIDENT FOR FINANCE

Job Description



Functional Area:	Office of the Vice President for Finance: VPF Headquarters, Financial Systems		
Job Title:	Mgmt 5 – Application Support	Position Title:	Director of Financial Systems
Reports to:	Vice President for Finance	Prepared On:	August 2019
Grade: 13	Duration (if applicable):	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 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 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 our 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.

Given the critical role MIT's financial systems play in enabling the financial activity that underpins its world-class research, education and innovation initiatives—and the breadth of opportunities to modernize these systems—we seek a dynamic leader with proven accomplishments in driving a complex organization toward best practices and 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
- Responsible for development of complex business cases to aid in making decisions 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, 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 as well as prioritizing projects and IS&T resources across VPF
- Maintain expertise on best practices and new developments in the field of enterprise-wide financial systems in order to serve as a resource and to inform new systems strategies for MIT, including with respect to the 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 and compliance and auditing initiatives

QUALIFICATIONS

Required:

- Ten years of professional financial systems experience in a highly complex organization
- Minimum of five years of team management and leadership experience
- Minimum of three years of project management experience
- Proven ability to identify and design systems solutions for complex enterprises, encompassing a range of financial and transactional activity
- Expertise at 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 required
- Strong teamwork orientation, including a willingness to cooperate in the fulfillment of 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:

- MBA or advanced degree or equivalent experience
- 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

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.