

## OFFICE OF THE VICE PRESIDENT FOR FINANCE

### Job Description



<b>Functional Area:</b>	Office of the Vice President for Finance, Administrative Services and Operations		
<b>Job Title:</b>	HR-PE024 - Finance Administrator	<b>Position Title:</b>	Finance and Operations Administrator
<b>Reports to:</b>	Director of Administrative Services and Operations and partners closely with Vice President for Finance	<b>Prepared On:</b>	November 2018
<b>Level: P</b>	<b>Duration (if applicable):</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 to VPF's Director of Administrative Services and Operations (ASO) and partnering closely with the Vice President for Finance, will oversee VPF's overall budget and financial management and cost controls. Will lead efforts to establish VPF's annual budget and measure, forecast, and report on financial performance comparing budgetary assumptions throughout the fiscal year. Will conduct a range of financial analyses to support organizational budgeting and financial planning. Will lead administrative initiatives, including emergency preparedness and office space management. Will evaluate and analyze departmental administrative processes and, if needed, recommend solutions to enhance customer service and to maximize efficiency and cost-effectiveness. May partner on or lead a team for various ongoing department initiatives or serve on VPF or other Institute committees.

### PRINCIPAL DUTIES AND RESPONSIBILITIES (ESSENTIAL FUNCTIONS)

#### Financial Reporting, Forecasting and Budget Management

- Manage, administer, and oversee VPF's overall budget and provide comprehensive and collaborative financial support across VPF
- Develop annual departmental budget proposals, oversee documentation and allocation process as well as monthly, quarterly, and fiscal year-end closing processes
- Prepare quarterly and annual budget reports and forecasts for review with the Vice President, including long-term forecasting and targeted analyses of discrete revenue and expenditure categories
- Analyze historical financial information, perform trend analysis, and forecast estimates of future financial results
- Support ongoing tracking and analysis of VPF's headcount, including reporting on filled/unfilled position counts throughout the year
- Monitor potential year-end carry forward allocations and make suggestions on allocations

- Actively engage in the evaluation of policies and procedures to contribute to ongoing spending controls and process improvement
- Work with the Vice President and the ASO Director to set priorities based on VPF-wide strategic planning and goals
- May lead or assist with special projects and conduct on-going financial projections and planning based on changing departmental needs

#### Financial Management and Operations

- Enforce controls and perform monthly account reconciliations.
- Create, review and approve purchase orders, requisitions, invoices, travel and journal vouchers, and reimbursements and will independently research and resolve any discrepancies while ensuring funds are being used most effectively and for intended purposes
- Oversee review of staff Travel and Procurement Cards including applications, verification, monthly swept credit card reports and reconciliations, and provide training to verifiers as needed
- Oversee and manage VPF's Financial Review and Control (FRC) and adjust as needed
- Coordinate with VPF Contracts team to review and negotiate contracts on behalf of VPF
- Review, monitor, and track VPF procedures to ensure adherence to spending policies, including employee recognition program, temporary staff, professional development, travel expenses, purchase requests, and VPF's Sustainability and Fun Committees
- In partnership with ASO Director and the Vice President, will lead the development, documentation, assessment, and communications of policies and procedures related to departmental spending and contracts
- Set up, manage, and maintain authorizations for SAP financial and payroll functions in the ROLES database for VPF staff
- May lead or assist with special projects and perform other duties as needed

#### Administrative

- Collaborate and partner closely with VPF's ASO team on a variety of VPF initiatives, encompassing human resources, communications, and IT and desktop support
- Proactively identify opportunities for organizational cost savings and operational efficiencies, and needs for organizational investments
- Oversee overall departmental administrative services, including reception desk and office purchasing
- Manage and plan all office space and desk assignments, making changes as needed
- Oversee all space and building relationships and activities, including space renovations
- Serve as VPF's liaison to the MIT Emergency Operations Center Team, maintain emergency/evacuation plan and serve as VPF's Building Emergency Evacuation Coordinator (BEEP)
- Enhance VPF's emergency planning efforts in conjunction with the MIT Emergency Operations Center
- Serve as a backup to Human Resources Administrator to process personnel actions including managing the annual salary review process
- May lead or assist with special projects and perform other duties as needed

#### QUALIFICATIONS

##### REQUIRED

- A bachelor's degree in finance, accounting or a related field
- Five years of financial and administrative operations experience
- Five years of experience with budget forecasting and financial analysis
- Three years of experience with the consistent and active use of complex reporting systems, preferably SAP, Brio Query, and Data Warehouse
- Demonstrated proficiency in MS office applications, especially Excel

- Superior customer service skills and ability to effectively communicate across functions
- Excellent organizational skills, the ability to manage changing and conflicting priorities, build consensus, set priorities, and understand formal and informal organizational structures and relationships
- Capacity to use diplomacy, tact, and discretion when addressing issues, and a demonstrated ability to handle sensitive and confidential matters
- Strong problem-solving and decision-making skills

**PREFERRED**

- Experience with the review and/or negotiation of supplier contracts preferred
- Knowledge of MIT policies, procedures, and operational systems highly preferred

**SUPERVISION RECEIVED**

Receives general supervision from Director of Administrative Services and Operations and works closely with the Vice President for Finance

**SUPERVISION EXERCISED**

N/A

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.*