OFFICE OF THE VICE PRESIDENT FOR FINANCE

Job Description

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<th>Functional Area:</th>
<th>Office of the Vice President for Finance, Budget and Financial Analysis</th>
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<tr>
<td>Job Title:</td>
<td>HR-OC226 – Financial Coordinator</td>
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<td>Position Title:</td>
<td>Financial Analyst</td>
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<td>Reports to:</td>
<td>Manager of Budget and Financial Analysis</td>
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<td>Prepared On:</td>
<td>December 2018</td>
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<tr>
<td>Level: P</td>
<td>Duration (if applicable):</td>
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<td>Hours per week/status: 40/Exempt</td>
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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.

Budget & Financial Analysis (B&FA) is a professional service organization within VPF, responsible for developing the Institute’s financial strategy and annual budget and producing management reporting and financial analyses for sound management of the Institute’s initiatives. This team supports the Institute’s mission of excellence in education, research, and discovery through the development and maintenance of sustainable resource allocation and financial management.

POSITION OVERVIEW STATEMENT
The Financial Analyst works as a supportive member of the B&FA team to help provide stewardship of MIT’s financial resources through clear, consistent, and effective communication with senior management of the Institute including support of the Executive Committee of the MIT Corporation (the equivalent to a Board of Directors) and MIT’s academic, research and administrative units. She/he will serve as a resource to the Institute’s departments, labs, and centers (DLCs) to help guide them through the budget process and a variety of other fiscal matters.

PRINCIPAL DUTIES AND RESPONSIBILITIES (ESSENTIAL FUNCTIONS)

- Provide sound budget support to the team through developing, monitoring, and reporting of budget performance while also supporting management of and improvements to the Institute’s budget process
- Contribute to the preparation of consistent, concise, and informative standard management reporting packages including business analytics and trend analysis for major revenue and expense categories
- Support the process of reporting on key monthly, quarterly, and annual performance metrics
- Conduct ad-hoc financial analysis by collecting and analyzing financial and operational data from academic and administrative partners to develop and investigate alternatives for management
- Assist to resolve budget issues by providing accounting and process support to ensure movement toward a conclusion, and identifying the people critical to resolving problems and/or reaching decisions on the local departmental level
- Build positive relationships with key constituents across VPF and MIT to foster an environment of cooperation and trust
- Exercise effective judgment when dealing with sensitive matters with constituents
- Effectively meet deadlines while providing high-level customer service
• Help prepare well-developed analyses and PowerPoint presentations regarding various MIT financial matters for senior management and the Executive Committee
• Help to ensure the timely financial and statistical standardized reports for senior management and/or Executive Committee
• Contribute to the development of financial outlooks and forecasts
• Partner with VPF’s Treasury and Planning team, as needed, to train on and ensure the integrity of various financial processes and systems that support capital budgeting and reporting and project funding, and carry out these activities as required
• Other duties and projects as assigned

QUALIFICATIONS REQUIRED:
• Bachelor’s degree in finance or related field
• At least one year of demonstrated experience preparing financial analysis, narrative analysis and financial reports using statistical, cost, and financial data
• Excellent analytical skills, including experience with data modeling, spreadsheets, and databases
• Excellent written and oral communication skills; keen attention to detail and ability to keep colleagues and clients informed about VPF procedures, requirements, and deadlines
• Ability to understand how decisions made by senior officers affect the Institute’s financial and budget position in a comprehensive way
• Demonstrate effective judgment when dealing with sensitive matters with constituents
• Perform as a self-motivated contributor able to accomplish results with minimal supervision
• Exercise effective interpersonal skills including a strong teamwork orientation and a willingness to cooperate to fulfill joint objectives
• Ability to work cross-functionally to solve problems and implement changes and work with senior management to resolve complex problems
• Advanced experience with Excel, Word, and PowerPoint

PREFERRED:
• MBA or related master’s degree
• Experience with SAP, Brio Query, SQL, Cognos, and Access
• Familiarity with corporate finance, financial reporting, budgeting and accounting
• Prior experience in higher education

SUPERVISION RECEIVED
Receives supervision from the Manager of Budget and Financial Analysis

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.

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.