OFFICE OF THE VICE PRESIDENT FOR FINANCE

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<th><strong>Functional Area:</strong></th>
<th>Office of the Vice President for Finance: Budget and Financial Analysis</th>
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<tbody>
<tr>
<td><strong>Job Title:</strong></td>
<td>Budget and Financial Analyst II</td>
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<td><strong>Position Title:</strong></td>
<td>Financial Analyst II</td>
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<td><strong>Reports to:</strong></td>
<td>Manager of Budget and Financial Analysis</td>
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<td><strong>Prepared On:</strong></td>
<td>February 2022</td>
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<td><strong>Position Title:</strong></td>
<td>Financial Analyst II</td>
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<tr>
<td><strong>Salary Level:</strong></td>
<td>9</td>
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<td><strong>Salary Range:</strong></td>
<td>$80,000-$90,000</td>
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<td><strong>Hours per week/status:</strong></td>
<td>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 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 thoughtful and sustainable resource allocation and financial management.

Position Overview Statement
The Financial Analyst II works as a key contributor of the B&FA team to 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 or he will serve as a trusted partner and resource to the Institute’s departments, labs, and centers (DLCs) to help guide them through the budget process and to act as a trusted thought partner for a variety of fiscal matters.

Principal Duties and Responsibilities (Essential Functions)
- Provide sound budget support to the team through developing, monitoring, and reporting budget performance while also supporting the management and improvement of the Institute’s budget process; work with assigned departments to ensure robust departmental budget submissions.
- Evaluate and report on key monthly, quarterly, and annual performance metrics
- Work with the Manager of Budget and Financial Analysis and team members to conduct ad-hoc financial analysis by collecting and analyzing financial and operational data from academic and administrative partners, developing and investigating alternatives, and presenting financial strategies for/to senior management
- Assist in resolving budget issues for assigned units by providing accounting support, ensuring successful group process, mediating stalemates to move toward a conclusion, and working with staff at the local departmental level to revolve problems and/or reach decisions
- Become the subject matter expert on assigned financial topics, evolving into the “go-to” person on a range of topics throughout the fiscal cycle
- Explore tools and technologies to improve business processes that benefit the Institute
- Build positive relationships with key constituents across VPF and MIT to foster an environment of cooperation and trust
• Exercise effective judgment with constituents on sensitive matters
• Meet deadlines while providing high-level customer service
• With guidance from the Manager of Budget and Financial Analysis, help prepare well-developed analyses and PowerPoint presentations on MIT financial matters for senior management and the Executive Committee
• Ensure timely financial and statistical standardized reports for senior management and/or Executive Committee
• Help build financial outlooks and forecasts by taking the lead to report on specific topics and contribute to reports led by team members
• Take on special projects; as a team member or project lead; perform other duties as assigned

Qualifications
Required:
• Bachelor’s degree in finance or related field
• At least four years of experience as a financial analyst (or in a similar position) in a complex organization preparing narrative analyses and financial reports using statistical, cost, and financial data
• Experience in corporate finance, financial reporting, budgeting and accounting, and experience managing complex business process
• 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
• 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 accomplish joint objectives
• Ability to work cross-functionally to solve problems and implement changes including work with senior management on complex challenges
• Advanced experience with Excel, Word, and PowerPoint

Preferred:
• MBA or equivalent experience strongly desired
• Experience working within a central finance group of a complex organization, with a demonstrated ability to work with business partners across an organization
• Experience with SAP, Brio Query, SQL, Cognos, and Access
• Prior experience in higher education

Supervision Received
Receives supervision from the Manager of Budget and Financial Analysis

Supervision Exercised
None

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 January 2022, this position is designated as one that can be performed in a hybrid model of four days per week remote, one day per week in the office, and 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.