

## Job Description – MIT Job #25691

<b>Functional Area:</b>	Office of the Vice President for Finance, Treasury and Planning		
<b>Job Title:</b>	Financial Analyst 2	<b>Position Title:</b>	Financial Analyst
<b>Reports to:</b>	Manager of Treasury and Planning	<b>Prepared on:</b>	May 2026
<b>Salary Grade: 9</b>	<b>Salary Range: \$88,550 - \$120,000</b>	<b>Hours per week/status: 40/Exempt</b>	

### About the Office of the Vice President for Finance:

Join the MIT Office of the Vice President for Finance (VPF) and be part of a team dedicated to managing the Institute's financial resources to support education, research, and innovation. At VPF, we prioritize excellence, integrity, and inclusiveness in our work and office culture.

VPF achieves goals through teamwork and collaboration, and we celebrate those successes together. Our team comprises professionals with diverse backgrounds and skill sets who share a passion for financial and administrative excellence.

VPF offers flexible work schedules with both remote and in-office work. Depending on the position and specific team schedules, a VPF staff member will spend 2-8 days per month in the office. Our primary location in Technology Square is convenient to amenities, including coffee shops, lunch spots, and events on MIT's main campus. Commuter resources, including free MBTA passes and commuter rail discounts, are available to all employees.

MIT's comprehensive benefits package demonstrates a commitment to our employees' well-being. Our benefits include health and dental insurance, a 401(k) plan with employer match, an additional pension plan with 100% of contributions managed and paid for by MIT, paid vacations and holidays, and more.

### Position Overview

The Financial Analyst, Treasury will perform operational support and in-depth analysis related to day-to-day cash operations, longer-term liquidity management and financial planning, the Institute's debt portfolio, and capital project planning. This position coordinates closely with VPF units, including Budget and Financial Analysis (B&FA), the Controllershship, MITIMCo, Campus Planning, and Campus Construction.

### Principal Duties and Responsibilities

#### Process Ownership and Continuous Improvement

- Leads improvements to treasury processes, systems, and reporting.
- Identifies opportunities to enhance forecasting accuracy and efficiency.
- Leads or contributes to the implementation of new tools.
- Coordinates and contributes to treasury-related projects and initiatives across MIT.
- Provides guidance or knowledge sharing to junior staff or cross-functional partners as needed.

#### Cash Management and Banking Administration

- Oversees daily cash positioning activities to ensure optimal liquidity, coordinating cash movements (e.g., wires, ACH) in alignment with internal controls, policies, and procedures.

- Implements and refines the cash flow forecasting process to support strategic cash management decisions.
- Analyzes historical cash flow patterns and seasonal trends to improve forecast accuracy.
- Administers banking portals, manages user access, and serves as a liaison between banking partners and internal users.

#### **Liquidity Management and Financial Planning**

- Analyzes liquidity positions and recommends actions to optimize cash deployment and funding strategies.
- Implements the Institute's liquidity forecasting and reporting processes, integrating inputs across departments and ensuring accuracy of projections used by senior management.
- Analyzes variances between actual and forecasted cash flows and provides insights and recommendations to inform financial decisions.
- Works with other units across MIT to understand spending plans and adjust liquidity forecasts accordingly.
- Builds financial models to support liquidity planning, scenario analysis, and other strategic financial decisions.

#### **Debt Management and Capital Project Funding**

- Evaluates financing options and provides recommendations for capital projects and debt issuance strategies.
- Coordinates with B&FA, Controllershship, MITIMCo, and Campus Planning to align liquidity forecasts and capital funding needs.
- Monitors and analyzes the Institute's debt portfolio to inform debt management strategies and ensure accurate financial reporting, collaborating with colleagues to maintain general ledger integrity.
- Designs and implements tools and processes to track and project capital-related cash flows.
- Coordinates execution of key components of bond issuances, including analysis and structuring of proposed debt, preparation and consolidation of rating agency materials, and coordination with counsel, investment banks, and other external partners.
- Ensures ongoing compliance with tax-exempt debt regulations and other debt-related compliance requirements.

#### **Ad Hoc Financial Analysis and Communications**

- Provides financial insights and recommendations that inform treasury, liquidity, and capital funding decisions across the Institute.
- Prepares and presents analyses and reports on treasury and financial matters to support financial decision-making by senior management.
- Builds positive relationships with internal Institute teams to maintain effective lines of communication and collaboration.
- Maintains relationships with external stakeholders such as commercial bankers, debt trustees, and financial institutions.
- Performs other duties and projects as assigned.

#### **Qualifications**

##### **Required**

- Bachelor's degree in finance or related field
- Minimum four (4) years of experience in financial operations, treasury, capital-related management, or financial analysis in a complex organization
- Excellent analytical skills, including experience with financial modeling, spreadsheets, and databases

- Excellent verbal and written communication skills
- Advanced proficiency with Microsoft Office Suite (Word, Excel, Outlook, PowerPoint) and familiarity with video conferencing and collaboration tools (e.g., Zoom, Teams, Slack)
- Strong teamwork orientation, including respect and understanding for the work of other team members, awareness of deliverables and deadlines, and a willingness to cooperate in the fulfillment of joint objectives
- Strong organizational skills with the ability to manage a high volume of work, balance competing priorities, meet deadlines, and maintain attention to detail in a fast-paced environment
- Demonstrated dependability, follow-through, and commitment to producing high-quality and accurate work
- Ability to exercise discretion, tact, and sound judgment when handling sensitive or confidential information
- Demonstrated adaptability and flexibility to learn new skills, take on additional responsibilities, and support evolving team needs
- Strong collaboration and interpersonal skills, with the ability to build effective working relationships across teams and the broader community
- Strong investigative, and problem-solving skills with a focus on continuous improvement
- Ability to proactively identify needs, propose solutions, and follow tasks through to completion
- Ability to provide responsive and professional support to internal and external stakeholders
- Ability to troubleshoot and resolve issues independently with minimal guidance, and appropriately escalate complex issues to a manager when necessary

**Preferred**

- MBA or equivalent experience strongly desired
- Chartered Financial Analyst (CFA), Certified Public Accountant (CPA) or Certified Treasury Professional (CTP)
- Experience working within a central finance group of a complex organization, with a demonstrated ability to work with business partners across an organization

**Supervision Received**

Reports to the Manager of Treasury and Planning

**Supervision Exercised**

None

**Additional Information**

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.

Employment is contingent upon the completion of a satisfactory background check.

MIT is unable to provide work authorization or visa sponsorship for this position.

This position has a six-month probationary period for new employees to the Institute.

**MIT is an equal employment opportunity employer**

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.

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All qualified applicants will receive equitable consideration for employment based on their experience and qualifications and will not be discriminated against on the basis of race, color, sex, sexual orientation, gender identity, pregnancy, religion, disability, age, genetic information, veteran status, or national or ethnic origin.

**VPF is Mission Focused**

The Office of the Vice President for Finance (VPF) advances MIT's mission by supporting thoughtful stewardship and effective deployment of the Institute's financial resources. Forward-thinking and future-oriented, the 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.