

OFFICE OF THE VICE PRESIDENT FOR FINANCE



Functional Area:	Office of the Vice President for Finance, Treasury and Planning		
Job Title:	Financial Analyst II	Position Title:	Financial Analyst III, Treasury
Reports to:	Director of Treasury and Planning	Prepared On:	January 2021 MIT Job # 19206
Pay Grade: 9	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.

Treasury and Planning is a professional service unit providing overall financial support to MIT's operations, including assisting in the development of the Institute's financial strategy, supporting capital and other strategic initiatives, and leading the management of the Institute's financial structure. It serves two primary client groups: the senior leadership of the Institute and project management teams, as well as academic and administrative units. Treasury and Planning perpetuates a strong client service ethic to ensure the best response to community and client needs based on supportive working relationships and a sound knowledge base. Its staff members are financial resources for clients and provide clear, consistent, and effective information regarding treasury policies and practices at MIT.

POSITION OVERVIEW STATEMENT

The Financial Analyst, Treasury will perform operational support and in-depth analysis for the administration of the day-to-day cash management, Institute's debt portfolio, management of the working capital assets of the Institute, as well as capital project planning and risk management. This position will have significant partnerships and frequent interactions with external operating banks and VPF units including Budget and Financial Analysis (B&FA) and the Controllershship, the MIT Investment Management Company (MITIMCo), Campus Planning, Campus Construction, and other units involved in long-term development of MIT and its surrounding environment.

PRINCIPAL DUTIES AND RESPONSIBILITIES (ESSENTIAL FUNCTIONS)

The job responsibilities of the Financial Analyst include the following key areas:

Cash Management and Banking Administration

- Monitor and manage daily cash position and ensure compliance with internal controls, policies, and procedures
- Execute wire and ACH transactions and ensure documentation for activity is complete
- Complete all cash management set-up documentation for new bank accounts and users
- Forecast, monitor, and track cash flow to support the cash management function and recommend enhancements to the liquidity management strategy
- Oversee primary cash management function by reviewing and analyzing bank reports and expenditures to ensure the Institute meets its cash requirements and optimizes cash balances
- Review and drive improvements in cash management process
- Administration for banking portals

- Provide support for cash flow forecast process
- Other duties as assigned

Debt Management and Capital Project Funding

- Track the Institute's debt and collaborate with colleagues to ensure that the debt is correctly accounted for in the Institute's general ledger
- Design tools and processes to track and project cash flows related to capital
- Provide support for execution of bond issuances, including analysis and structuring of proposed debt, preparation of rating agency materials and liaising with counsel, investment banks, and other external partners
- Ensure ongoing compliance with tax-exempt debt regulations
- Work with issuing authorities to satisfy debt-related compliance requirements
- Develop and use tools and processes to monitor project funding, report cash position and other project financial metrics, and recommend actions to management as required
- Other duties as assigned

Internal Relationship Management and Communication

- Manage relationships with internal Institute teams—VPF Budget and Financial Analysis and Financial Accounting and Reporting, MITIMCo, Campus Construction, Campus Planning, Infrastructure Business Operations, and others—to maintain effective lines of communication and collaboration
- Cultivate and maintain relationships with external stakeholders such as commercial bankers, debt trustees and financial institutes
- Educate internal and external colleagues on requirements of tax-exempt and taxable financing
- Other duties as assigned

QUALIFICATIONS

Required:

- Bachelor's degree in finance or related field
- At least four years' experience in treasury or capital-related management and analysis
- Excellent analytical and investigative skills
- Excellent written and oral communication skills; ability to collaborate with colleagues and clients to effectively implement Office of the Vice President for Finance procedures, requirements, and deadlines
- Ability to develop and maintain excellent working relationships with clients and other individuals
- 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
- Advanced experience with Microsoft Excel, PowerPoint, and Word

Preferred:

- MBA or equivalent experience strongly desired
- Chartered Financial Analyst (CFA), Certified Public Account (CPA) or Certified Treasury Professional (CTP)
- Experience working with banking partners and within a central finance group of a complex organization, with a demonstrated ability to work with business partners across an organization
- Experience with data reporting and analysis software
- Experience with SAP, Brio Query or Cognos, SQL, and Access

SUPERVISION RECEIVED

Receives supervision from Director of Treasury and Planning

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.

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.