

Job Description – MIT Job # 23039

Functional Area:	Office of the Vice President for Finance, Financial Operations		
Job Title:	Accountant 3	Position Title:	Financial Analyst, Financial Control
Reports to:	Director of Financial Operations	Prepared on:	August 2023
Salary Grade: 8	Salary Range: \$80,000 - \$100,000	Hours per week/status: 40/Exempt	

About the Office of the Vice President of 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. A VPF staff member will spend 2-8 days per month in the office, depending on the position and specific team schedules. 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, Financial Control position will be responsible for analyzing financial data to identify internal financial control risks and trends that will enable units and/or Institute leadership to make informed decisions. This position will analyze and interpret results using standard tools and techniques. This position will identify requirements, create analytical dashboards, and work with internal and/or external technical support teams to implement monitoring tools. This individual will work with Financial Operations managers and MIT community members to ensure appropriate controls are in place to address compliance across a variety of financial transactions. This position will be responsible for synthesizing financial transaction data and monitoring activity to identify risk, outliers, potential fraud, trends, or other anomalies, and designing procedures for investigation based on such findings. This position is also responsible for communicating and escalating results as necessary including reinforcing training opportunities and referring results of work to other units.

Principle Duties and Responsibilities

- Performs financial and business analysis from a variety of financial operations platforms including Concur, Coupa, AppZen, and SAP with Financial Operations teams who manage these platforms, including Accounts Payable, Procurement Operations, Travel and Card Services, and HR/Payroll.

- Analyzes and synthesizes information and creates accurate and timely internal control reports; consolidates data from multiple sources.
- Designs internal financial control reporting tools to meet the compliance needs of internal and external users.
- Prepares, analyzes, and reviews internal control reports and procedures and performs data analytics for key financial compliance areas.
- Conducts specialized research to identify financial control risks within Financial Operations. Recognizes, identifies, and documents data anomalies, trends, and cause-effect relationships.
- Writes analytical reports and develops succinct and graphically compelling summaries to inform data-driven decision-making.
- Provides counsel to all levels of management, with VPF Financial Operations and within the Institute's departments, labs, and centers (DLCs).
- Provides findings to leadership and makes recommendations based on results found in the analysis.
- Identifies and raises potential financial issues, fraud, risks, and solutions. Uses judgment and expertise to identify appropriate stakeholders to notify of findings.
- Responds to data requests and collects data needed to make informed decisions. Develops new systems and processes for data collection.
- Provides a high level of service that cultivates and maintains strong working relationships and effectively communicates information; takes ownership and accountability for timeliness, accuracy, and relationship management.
- Improves data resource availability by reviewing data collection, storage, and retrieval processes and identifying gaps in the data.
- Develops and maintains databases including AppZen to ensure financial control risks are mitigated.
- May create dashboards for each Financial Operations unit using common reporting tools such as Tableau, Excel, SQL, and Cognos.
- Provides input into the assessments of programs within Financial Operations and initiatives used to identify and minimize financial control risks.
- Reviews existing business processes within Financial Operations and internal controls, makes recommendations for improvements, and assists to implement changes.
- Coordinates financial operations audit-related activities, ensuring appropriate and accurate data is provided promptly.
- Establishes, implements, and maintains strong internal controls across all financial operations data and is responsible for providing reasonable assurances of analysis.
- Educates staff on compliance policies and procedures.
- May create and administer surveys.
- Coordinates and delivers training materials on accounting policies and requirements for the MIT community.
- Oversees periodic financial system testing to improve processes, workflows, and analytical dashboards.
- Perform other financial compliance duties, analyses, and leads special projects as assigned.

Qualifications

Required

- Bachelor's degree.
- Minimum of four years of relevant experience
- Experience with auditing and analysis of financial transactions
- Knowledge of accounting principles and relevant federal regulations for specialty areas, including those specific to research and non-profit organizations
- Proficiency with data visualization and communication tools

- Analytic problem-solving skills, ability to analyze large amounts of data while maintaining attention to detail
- Ability to question established business practices and brainstorm new approaches to data analysis
- Comprehensive knowledge of financial and internal control concepts and analysis, integrating multiple pieces of financial information to identify themes, trends, and issues and the ability to develop and manage response plans
- Experience analyzing internal controls and procedures related to financial processes and previous audit experience
- Demonstrated ability to assess and identify risks and fraud within a process
- Demonstrated ability to design and help implement effective processes or controls responsive to identified risks or fraud
- Experience executing procedures to investigate potential areas of risk within an organization
- A proven capability to handle multiple priorities and to ensure timely follow-through
- Excellent written and verbal communication skills
- Proficiency with Word and Excel

Preferred

- Master's degree
- Experience with AppZen, Concur, Coupa, and expense audit platforms
- Knowledge of SAP, Brio Query, and Cognos
- MIT experience or higher education experience
- Proficiency in statistical programming languages, database query languages, predictive analysis techniques, and statistical methodology
- Experience with SPSS, SAS, R, or Python

Supervision Received

Reports to the Director of Financial Operations.

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.

Diversity, Equity, and Inclusion

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.

VPF is Mission Focused

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, 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.