

Job Description – MIT Job # 22735

Functional Area:	Office of the Vice President for Finance - Budget and Financial Analysis		
Job Title:	Budget & Financial Analyst 3	Position Title:	Senior Financial Analyst
Reports to:	Assistant Director of Budget and Financial Analysis	Prepared on:	May 2023
Salary Grade: 10	Salary Range: \$95,000 - \$115,000	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 Senior Financial Analyst works as a core member of the B&FA team to provide stewardship of MIT's financial resources. They will analyze performance drivers, take ownership of key subject matter, and serve as a trusted partner to the Institute's departments, labs, and centers (DLCs), by helping to guide them through the annual financial cycle. In addition, they will contribute clear, consistent, and effective insight and analysis to the senior leadership of the Institute including decision support for the Executive Committee of the MIT Corporation (the equivalent to a Board of Directors) and MIT's academic, research, and administrative units.

Principle Duties and Responsibilities

- Provide sound financial leadership through training, developing, implementing, monitoring, and reporting of budget performance for units in an assigned portfolio while also supporting management and improvement of the Institute's overall financial cycle
- Prepare consistent, concise, and informative management reporting packages including business analytics and trend analysis for major revenue and expense categories

- Conduct regular and ad-hoc financial analyses by collecting and analyzing financial and operational data from academic and administrative partners and stakeholders on a range of topics for and to senior leaders
- Prepare well-developed analyses and insightful PowerPoint presentations on MIT financial matters for senior leadership and the Executive Committee
- Prepare financial forecasts
- Assist in resolving budget and financial issues for assigned units by providing accounting support, mediating stalemates to ensure movement toward a conclusion, and identifying the people critical to resolving problems and/or reaching decisions at the local departmental level
- Evaluate and report on key monthly, quarterly, and annual performance metrics
- Proactively explore tools and technologies to improve business processes that benefit the Institute
- Build relationships with key constituents across VPF and MIT to foster an environment of cooperation and trust
- Effectively meet deadlines while providing robust customer service
- Effect innovative approaches to long-range financial planning and funding policies, as well as to short-term financial plans to support Institute and departmental needs
- Lead small teams on special projects
- Perform other duties as assigned

Qualifications

Required

- Bachelor's degree in finance or a related field
- At least six years of progressive experience as a financial analyst (or in a similar position) in a complex organization preparing narrative analyses and financial reports
- Ability to thrive as a self-motivated contributor and take initiative to accomplish results with minimal supervision
- 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 complex matters and to effectively communicate salient points to senior leadership
- Demonstrate effective judgment when dealing with sensitive matters with constituents
- Exercise effective interpersonal skills including a strong teamwork orientation and a willingness to cooperate to fulfill joint objectives
- Ability to work cross-functionally within an organization to solve problems and implement changes
- A desire to evaluate processes and implement enhancements that will benefit the team
- Advanced experience with Excel, Word, and PowerPoint; strong data compilation/analysis skills
-

Preferred

- MBA or equivalent experience
- Certified Public Accountant (CPA)
- Experience preparing and managing Profit and Loss (P&L) Statements
- Experience with SAP, Brio Query, SQL, Cognos, and Access
- Prior experience in higher education

Supervision Received

Reports to the Assistant Director of Budget and Financial Analysis

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.

A background check (including checking criminal records) will be required for the final candidate.

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.