

Job Description – MIT Job # 22869

Functional Area:	Office of the Vice President for Finance, Treasury and Planning		
Job Title:	Financial Analyst 3	Position Title:	Senior Financial Analyst
Reports to:	Director of Treasury and Planning	Prepared on:	June 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 will perform in-depth analytical and operational support for the administration of the Institute's debt portfolio and 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 VPF units Budget and Financial Analysis (B&FA) and the Controllershship, the MIT Investment Management Company (MITIMCo), MIT Campus Planning and Campus Construction, and other units involved in the long-term development of MIT and its surrounding environment. This position solves unique and often singular in-depth analytical issues for internal and external clients of the Institute where the highest levels of skill and understanding are required.

Principle Duties and Responsibilities

Collaborate closely with the Treasury team in the following key areas:

1. Cash Management:

- Implement and refine the Institute's cash flow forecasting process to support the cash management function and recommend enhancements to strategy as indicated
- 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

- Monitor and manage daily cash position and ensure compliance with internal controls, policies, and procedures in day-to-day cash management processes
 - Execute wire feeds and ACH transactions and ensure documentation for activity is complete when needed to back up the primary cash management function
 - Other duties as assigned
2. Debt Management:
- Track the Institute's debt and collaborate with colleagues to ensure that the debt is correctly accounted for in the Institute's general ledger
 - Prepare documents and reports as required by rating agencies
 - Support important facets of executing bond issuances, including analysis and structuring of proposed debt, preparation of rating agency materials, and liaising with counsel, investment banks, and other external partners
 - Lead analysis of financing options for capital projects and other initiatives (tax-exempt/taxable debt, equity, and leasing)
 - Other duties as assigned
3. Financial Planning:
- Maintain and validate MIT's long-range financial model, and use as necessary to support strategic decision making
 - Work with other units across MIT to evaluate the impacts of various options on the Institute's financial sustainability
 - Provide high-level analytical and operational support and review work of others for the administration of MIT's debt portfolio and management of its working capital assets, capital project planning, and risk management
 - Other duties as assigned
4. Capital Project Funding and Other Treasury Systems:
- Work with Senior Treasury Operations Analyst to maintain and update systems for tracking funding of capital projects
 - Work with the VPF Financial Systems team to implement or improve the existing treasury-related systems
 - Other duties as assigned
5. Internal Relationship Management and Communication:
- Cultivate and maintain relationships with external entities such as investment bankers, legal counsel, and rating agencies
 - Develop and use tools and processes to monitor project funding and report cash position and other project financial metrics and recommend actions to management as required
 - 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 a related field
- Minimum of six years of progressive experience in treasury, corporate finance, capital-related management, and financial analysis within a complex organization
- Superlative 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 constituents
- 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

- Master of Business Administration (MBA), Master of Finance or equivalent
- Previous financial experience within MIT or other higher education organizations
- Chartered Financial Analyst (CFA), Certified Public Account (CPA), or Certified Treasury Professional (CTP)
- Experience with MIT's financial systems and processes
- Experience with data reporting and analysis software
- Experience with SAP, Brio Query, or Access

Supervision Received

Reports to the Director 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.

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.