

## OFFICE OF THE VICE PRESIDENT FOR FINANCE

### Job Description



<b>Functional Area:</b>	Office of the Vice President for Finance, Treasury and Planning		
<b>Job Title:</b>	HR-QG138 – Senior Financial Analyst	<b>Position Title:</b>	Senior Financial Analyst, Treasury
<b>Reports to:</b>	Director of Treasury and Planning	<b>Prepared On:</b>	March 2019
<b>Level:</b> Q	<b>Duration (if applicable):</b>	<b>Hours per week/status:</b> 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 Senior Financial Analyst, Treasury 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 Controllership, the MIT Investment Management Company (MITIMCo), Campus Planning, Campus Construction, and other units involved in 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.

### PRINCIPAL DUTIES AND RESPONSIBILITIES (ESSENTIAL FUNCTIONS)

Collaborate closely with the Treasury team in four key areas:

#### Capital Projects and 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
- Design tools and processes to track and project cash flows related to capital

- Lead 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)
- Ensure ongoing compliance with tax-exempt debt regulations
- Work with issuing authorities to satisfy debt-related compliance requirements
- Other duties as assigned

### **Financial Planning**

- Maintain and validate MIT's long-range financial model, using as necessary to support strategic decision making
- Work with other units across MIT to evaluate impacts of various financial options on the Institute's financial sustainability
- Other duties as assigned

### **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 process
- 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

### **Internal Relationship Management and Communication**

- Serve as a liaison to capital project and planning teams
- 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:**

- Master of Business Administration (MBA) or equivalent
- At least 7 years' experience in treasury or capital-related management and analysis
- At least 3 years' experience in liquidity management and/or banking
- 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 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:**

- 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 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.

*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.*