



Functional Area:	Office of the Vice President for Finance: Budget and Financial Analysis		
Job Title:	HR-QG138 – Senior Financial Analyst	Position Title:	Senior Financial Analyst
Reports to:	Director of Budget and Financial Analysis	Prepared On:	August 2018
Level: Q	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 150-person office is working to create a seamless administrative experience for MIT colleagues—through technology and process improvements—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.

Budget & Financial Analysis (B&FA) is a professional service organization within VPF, responsible for developing the Institute’s financial strategy and annual budget and producing management reporting and financial analyses for sound management of the Institute’s initiatives. This team supports the Institute's mission of excellence in education, research, and discovery through the development and maintenance of sustainable resource allocation and financial management.

POSITION OVERVIEW STATEMENT

The Senior Financial Analyst works as a core member of the B&FA team to provide stewardship of MIT’s financial resources through clear, consistent, and effective communication with senior management of the Institute including support of the Executive Committee of the MIT Corporation (the equivalent to a Board of Directors) and MIT’s academic, research and administrative units. She or he will serve as a trusted partner and resource to the Institute’s departments, labs, and centers (DLCs) to help guide them through the budget process and to act as a trusted thought partner for a variety of fiscal matters.

PRINCIPAL DUTIES AND RESPONSIBILITIES (ESSENTIAL FUNCTIONS)

- Provide sound budget leadership through the development, implementation, monitoring, and reporting of budget performance for units in an assigned portfolio while also supporting the management and improvement of the Institute’s budget process
- Prepare, or supervise the preparation of consistent, concise, and informative standard management reporting packages including business analytics and trend analysis for major revenue and expense categories
- Evaluate and report on key monthly, quarterly, and annual performance metrics
- Conduct ad-hoc financial analysis by collecting and analyzing financial and operational data from academic and administrative partners to develop and investigate alternatives and then present financial strategies for/to senior management
- Assist in resolving budget issues for assigned units by providing accounting support, ensuring successful group process, mediating stalemates to ensure movement toward a conclusion, and identifying the people critical to resolving problems and/or reaching decisions on the local departmental level
- Explore tools and technologies to improve business processes that benefit the Institute

- Build positive relationships with key constituents across VPF and MIT to foster an environment of cooperation and trust
- Exercise effective judgment when dealing with sensitive matters with constituents
- Effectively meet deadlines while providing high-level customer service
- Prepare well-developed analyses and PowerPoint presentations regarding various MIT financial matters for senior management and the Executive Committee
- Ensure timely financial and statistical standardized reports for senior management and/or Executive Committee
- Prepare financial outlooks and forecasts
- 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:

- At least seven years of experience as a financial analyst (or in a similar position) in a complex organization preparing narrative analyses and financial reports using statistical, cost, and financial data
- Extensive professional experience in corporate finance, financial reporting, budgeting and accounting, and experience managing complex business process
- 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 how decisions made by senior officers affect the Institute's financial and budget position in a comprehensive way
- Demonstrate effective judgment when dealing with sensitive matters with constituents
- Perform as a self-motivated contributor able to accomplish results with minimal supervision
- Exercise effective interpersonal skills including a strong teamwork orientation and a willingness to cooperate to fulfill joint objectives
- Ability to work cross-functionally to solve problems and implement changes and work with senior management to resolve complex problems
- Advanced experience with Excel, Word, and PowerPoint

Preferred:

- MBA or equivalent experience strongly desired
- Experience managing Profit and Loss (PnL)
- Experience with SAP, Brio Query, SQL, Cognos, and Access
- Prior experience in higher education

SUPERVISION RECEIVED

Receives supervision from the Director of Budget and Financial Analysis

SUPERVISION EXERCISED

None