

Functional Area:	Office of the Vice President for Finance: Budget and Financial Analysis		
Job Title:	Senior Financial Analyst	Position Title:	Senior Financial Analyst
Reports to:	Interim Director of Budget and Financial Analysis	Prepared On:	December 2020
	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 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.

Budget & Financial Analysis (B&FA) is a professional service organization within VPF, responsible for developing and administering the Institute’s annual budget and quarterly forecasting processes, and producing insightful performance-based and ad hoc analyses to the Institute’s senior leadership across a range of critical topics to support robust decision-making and sound management of the Institute’s resources. 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 the senior leadership 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/he will also serve as a trusted partner and resource to the Institute’s departments, labs, and centers (DLCs) to help guide them through the annual financial cycle and to act as a trusted thought partner for a variety of fiscal matters.

PRINCIPAL DUTIES AND RESPONSIBILITIES (ESSENTIAL FUNCTIONS)

- 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/to senior management
- Prepare well-developed analyses and insightful PowerPoint presentations on MIT financial matters for senior management 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 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 related field
- At least seven years of progressive 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 processes
- Perform as a self-motivated contributor able 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
- 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
- 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 leadership to resolve complex problems
- A desire to evaluate processes and to implement enhancements that will benefit the team
- Advanced experience with Excel, Word, and PowerPoint; strong data compilation/analysis skills

Preferred:

- MBA or equivalent experience strongly desired
- 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

Receives supervision from the Interim Director of Budget and Financial Analysis

SUPERVISION EXERCISED

Will not have supervision responsibilities

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 six-month probationary period for new employees to the Institute.

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.

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.