

MIT Job Description

Job Title: Senior Financial Analyst	Position Title: Financial Strategic Projects Analyst
Reports to: Director, Financial Strategic Projects	Weekly Hours: 40

Position Overview:

Reporting to the Director, Financial Strategic Projects, the Strategic Financial Project Analyst works collaboratively with key stakeholders on School-wide financially related projects and processes including reporting, budgeting and long-term planning. This person executes project activities related to transforming and/or establishing diverse finance, accounting and business processes.

Principal Duties and Responsibilities (Essential Functions):**

- Works across MIT Sloan with administrative units, degree programs, centers, and initiatives to solve financial issues and implement changes. Works on revenue (~\$200M), expense (~\$200M), and capital related projects (~\$10M).**
- Identifies, develops, and initiates innovations and solutions where precedents and procedures may not exist.**
- Integrates new concepts, practices, and emerging technologies into recommendations.*
- Develops and implements financial policies, procedures and process improvements.*
- Benchmarks with other universities on financial issues impacting higher education, as needed.*
- Works in partnership with financial analysts to assist in analyses and modeling of operational issues to identify their impact on MIT Sloan's budget and long range plan.*
- Continually suggest projects to enhance the effectiveness/efficiency of the School's fiscal operations through thoughtful and creative problem solving.
- Analyzes historical financial information, performs trend analyses of historical relationships, forecasts estimates of future financial results and recommends approaches to improve analyses and forecasts.*
- Creates work standards for project teams and holds individuals accountable for completing assignments.
- Frequently negotiates in complex and/or sensitive matters related to project management and influences through informal authority. Mentors and coaches the financial analysts.
- Considered a resource for other for processes related to but not limited to the Long Range Plan, Tops-down Budget, Bottoms-up Budget, Forecasts and Monthly/Quarterly Reporting. Is the go-to financial process expert.**
- Handles broad-based, often complex, communication for internal cross-functional Finance Team projects.
- Creates a forum and format for ongoing open communication within MIT Sloan on Finance projects.
- Formally transfers technical or administrative knowledge to others in the Finance Team and School.
- Provides project leadership for business processes improvement projects that enable achievement of financial goals, objectives and priorities for the School.
- Synthesizes findings into actionable recommendations in the context of the short and long-term ramifications for all stakeholders to enhance financial outcomes.
- Builds and fosters trusting relationships and business partnerships throughout the School.
- Identifies areas where the Finance Office may provide tools/reports to enhance transparency for Unit Deans.**
- Designs and drives the implementation of reports and dashboards to track key metrics and KPIs to facilitate business decisions and provide transparency for unit/center/School financial performance.**
- Determines methods and systems to be used by others; recommends new procedures and new initiatives.
- Is responsible for establishing short- and long-term project goals for others.
- Acts decisively in critical project management situations or to circumvent potential problems.

OTHER DUTIES:

Provide technical guidance/assistance to the Director, Financial Strategic Projects and Chief Financial Officer as needed. Considered a resource for others in the Office of Finance and will integrate new concepts, practices, and emerging technologies into strategic planning that affects MIT Sloan as a whole.

An ability to manage with independence and latitude along with the ability to set priorities and execute one's responsibilities with effectiveness are essential skill sets.

Supervision Received:

The Analyst will receive supervision and guidance from the Director, Financial Strategic Projects and is expected to serve as the project expert for reporting, budgeting, long term planning and ad hoc assignments.

Supervision Exercised:

The Analyst will be an individual and team contributor.

Qualifications & Skills:

REQUIRED:

BA required in finance or related field; MBA preferred. Minimum 7+ years' experience relevant to financial operations, planning, reporting and systems. Requires financial experience at a decision-making level and in-depth knowledge of financial operations principles, practices and theories.

Requires project management skills; designs solutions for internal/external clients.

Effective interpersonal skills including the ability to develop and maintain excellent working relationships with clients and stakeholders across the School.

Must be collaborative, team oriented and comfortable achieving results under ambiguous circumstances.

Strong time-management skills with the ability to multitask concurrent priorities in an organized manner.

Excellent verbal, written (including highly visual PowerPoint skills), and interpersonal communications skills.

Comfortable presenting complicated and nuanced issues directly to senior leaders.

Ability to define, implement, document and adhere to policies and procedures.

Experience with budgeting, analysis, financial reporting, and nonprofit accounting.

Exceptional quantitative abilities, problem solving skills and financial acumen.

Ability to suspend judgment and be open minded as well as transparent with regards to data/facts.

Demonstrates a high degree of analytical skills, process competence and business acumen in order to drive creation and maintenance of value-added dashboards, cyclic financial processes and actionable reports.

Possesses strong financial modeling and analytical skills for budgeting and forecasting combined with an attention to detail and the ability to distill and present complex information to a diverse audience.

Deals with confidential information and/or issues using discretion and judgment.

Advanced computer skills (e.g. Excel, Word, PowerPoint)

Knowledge of SAP or similar accounting package required. Relational database skills required.

PREFERRED:

An MBA (or equivalent master's degree)

Experience in a higher education/nonprofit setting.

Technical skills: Experience with SAP, data warehouses, Tableau and Think Cell.

** To comply with regulations by the American with Disabilities Act (ADA), the principal duties in job descriptions must be essential to the job. To identify essential functions, focus on the purpose and the result of the duties rather than the manner in which they are performed. The following definition applies: a job function is essential if removal of that function would fundamentally change the job.