

MIT Job Description

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| Job Title: Financial Administrator 2 | Position Title: Financial Analyst |
| Reports to: Director, Budget & Planning | % Effort or Wkly Hrs: 40 |
| Department: Finance | Grade 7 |

Position Overview:

Reporting to the Director of Budget and Planning, the Financial Analyst works collaboratively with key area stakeholders including senior leadership on ad-hoc analysis, reporting, budgeting and long-term planning efforts. This person ensures that data are accurate and meaningfully presented with the appropriate financial context. In addition, this position will identify areas for improvement and provides feedback to the other Leadership Team members in Finance. Building business partner relationships is a key success factor for this person as well as developing an understanding of roles and responsibilities associated with some or all the various units, areas and centers & initiatives at MIT Sloan.

Other activities related to this position include working closely with the Director of Budget and Planning to create both periodic and ad-hoc analyses and reports in highly visual formats; developing trend analyses for revenue and expense line items framed within the context of budgets, forecasts and long range plans; generating and ensuring the quality control related to budget forms/templates; guiding business partners through the end-to-end budget process in addition to analyzing and framing their submissions; and preparing and designing various management reporting packages for monthly/quarterly/yearly variance analysis. Role eligible for hybrid schedule that aligns with department guidelines.

Principal Duties and Responsibilities (Essential Functions):**

Analysis 40%

- Supports management decision-making through forensic and forward-looking financial analysis and modeling.
- Works within the organization to provide information in the proper context to facilitate decision making.
- Gathers, analyzes and benchmarks MIT Sloan to relevant external comparisons for portfolio.
- Evaluates opportunities or issues using cost benefit, breakeven or discount cash flow analyses.
- Conducts and evaluates what-if analysis on various scenarios.
- Documents results of analyses in highly visual PowerPoint packages.

Reporting 30%

- Assists in the development and implementation of monthly/quarterly/yearly management reporting.
- Prepares, analyzes and distributes monthly variance reports and PowerPoint packages.
- Explains key drivers and context behind variances as well as why the variance occurred.

Planning: Budget & Long Range 20%

- Actively train and support portfolio personnel on the budget process and other financial policies.
- Develop and effectively deliver budget-related presentations to portfolio leads and senior leadership.
- Set up budget templates and train partners on end-to-end budget process.
- Facilitate zero-based budget development for portfolio as needed.
- Provide periodic updates to the long-range financial planning tool for portfolio based on new information.
- Analyze long range plan data and create budget materials for submission to the MIT Provost.

OTHER DUTIES: 10%

- Occasional assignment to projects that are part of MIT Sloan tactical or strategic efforts.
- Proactively identify processes that can be improved and constructively propose new solutions or paths forward.
- Coordinate decisions with team members as well as Finance Leadership
- 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 Financial Analyst will receive supervision from the Director of Budget and Planning and is expected to serve as the expert for reporting, budgeting, long term planning and ad hoc analysis for their portfolio.

Supervision Exercised:

The Financial Analyst will be a team as well as an individual contributor.

Qualifications & Skills:

REQUIRED:

Bachelor's degree in a related field

Minimum 3 years' experience relevant to financial planning and analysis.

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

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

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

Exceptional quantitative abilities, problem solving skills and financial acumen.

The ability to work effectively in a demanding environment at a sustained, rapid cadence.

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

Technical skills: advanced Excel and advanced PowerPoint.

PREFERRED:

An MBA (or equivalent master's degree and/or experience)

Comfortable presenting complicated and nuanced issues directly to senior leaders.

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

Comfortable presenting data visually and/or numerically per customer preference.

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

Experience in a higher education/nonprofit setting.

Technical skills: Workday – Adaptive Planning, Experience with SAP, data warehouses, Tableau and Think Cell preferred.

When necessary, this position will devote additional hours and extraordinary effort to meet deadlines or resolve other reporting, budgeting, long range planning, analysis or project related activities.

Competencies: Contribute; Collaborate; Engage

*** 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.*