



MIT OFFICE OF THE VICE PRESIDENT FOR FINANCE

Job Description Form

Functional Area	Office of the Vice President for Finance, HR Payroll Service Center		
Job Title	Payroll Representative		
Reports to	<i>Title</i>	Assistant Payroll Manager	

Date: September 29, 2016

Level/Grade	5	Type of position:	Hours_37.5 / week
		<input checked="" type="checkbox"/> Full-time	<input type="checkbox"/> Exempt
		<input type="checkbox"/> Part-time	<input checked="" type="checkbox"/> Nonexempt

Position Overview Statement

PAYROLL REPRESENTATIVE, Office of the Vice President for Finance, is a member of the Payroll Service Center team that is responsible for the processing, auditing and servicing of all HR and payroll related transactions for MIT paid employees and students as well as providing customer service to all constituents in the MIT community.

The Payroll Representative will be expected to build knowledge related to MIT payroll process, HR transactions for employees and students, and the payroll results. He/she needs to be able to act and resolve issues independently and as part of a collaborative team; be accountable for all assigned work; provide excellent customer service to the MIT community; be able to communicate complex payroll issues effectively; be a proactive, positive problem solver; collaborate effectively and consistently with community members; seek out and support opportunities for improvements; and continuously pursue development opportunities.

Principal Duties and Responsibilities

The Payroll Representative will be responsible for the following:

- Processing HR transactions using SAP and tools supporting the process
- Supporting MIT DLC administrative staff who are responsible for submitting and approving HR transactions
- Explaining to the MIT DLC administrative staff how the SAP payroll system is configured to comply with MIT HR policies and regulatory requirements
- Reviewing daily, weekly and monthly audit files and fixing data issues found in audit process
- Responding to requests for customer service via email, phone and face to face at the service desk
- Understanding the payroll results and how to respond to employee questions regarding payroll taxes, deductions and general payment issues
- Understanding the salary distribution process and how to make system updates for adjustment requests by financial officers
- Developing and maintaining process documentation and online support documentation
- Maintaining records by scanning paper records into Optix
- Will perform other duties as assigned

MIT will conduct a background check (including checking criminal records) for the finalist.

Requirements

BS degree in accounting, business, human relations or related field preferred, or high school diploma and extensive related work experience, and at least three years work experience. Ability to manage conflicting priorities, meet strict deadlines, and manage multiple tasks effectively. Strong, collaborative, proactive interpersonal and communication



skills. Ability to work with people from different functions and with different levels of knowledge. Propensity for positive, open minded, collaborative problem analysis and resolution. Able to function in a complex, busy, changing environment while meeting necessary deadlines. Experience in higher education or non-profit accounting is desirable. Excellent problem identification and problem solving skills. Strong analytical skills. Experience with SAP or other enterprise systems.

Supervision Received

The Payroll Representative will report to the Payroll Assistant Manager, interacting and reporting on a daily basis. The Payroll Manager will provide ongoing support and direction as needed.

Supervision Exercised

None

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.

