

## Job Description – MIT Job #24192

<b>Functional Area:</b>	Office of the Vice President for Finance, Financial Operations, HR/Payroll		
<b>Job Title:</b>	Mgmt 3, Payroll	<b>Position Title:</b>	Manager of HR/Payroll Services
<b>Reports to:</b>	Assistant Director of HR/Payroll	<b>Prepared on:</b>	July 2024
<b>Salary Grade:</b> 10	<b>Salary Range:</b> \$100,000 - \$125,000	<b>Hours per week/status:</b> 40/Exempt	

### About the Office of the Vice President of Finance:

Join the MIT Office of the Vice President for Finance (VPF) and be part of a team dedicated to managing the Institute's financial resources to support education, research, and innovation. At VPF, we prioritize excellence, integrity, and inclusiveness in our work and office culture.

VPF achieves goals through teamwork and collaboration, and we celebrate those successes together. Our team comprises professionals with diverse backgrounds and skill sets who share a passion for financial and administrative excellence.

VPF offers flexible work schedules with both remote and in-office work. A VPF staff member will spend 2-8 days per month in the office, depending on the position and specific team schedules. Our primary location in Technology Square is convenient to amenities, including coffee shops, lunch spots, and events on MIT's main campus. Commuter resources, including free MBTA passes and commuter rail discounts, are available to all employees.

MIT's comprehensive benefits package demonstrates a commitment to our employees' well-being. Our benefits include health and dental insurance, a 401(k) plan with employer match, an additional pension plan with 100% of contributions managed and paid for by MIT, paid vacations and holidays, and more.

### Position Overview

The Manager of HR/Payroll Services will have advanced knowledge related to HR and SAP Payroll systems, including business rules and data and payroll transactions. They'll also be highly experienced in payroll processing, including data audits and analysis, payroll gross to net processing, and customer service team management. The ideal candidate will also be familiar with MIT's HR administrative community structure. They will act on and resolve complex issues related to payroll operations. The Manager is responsible for supervising, training, and developing HR/payroll staff. They will oversee the development of enhancements and implementation of mid-to-large scale payroll projects to meet the needs of the Institute. They will lead the team responsible for improving data quality and ensuring integrity and timeliness of HR/Payroll data, as well as the team responsible for complex appointment processing, data reconciliation, and analyzing and resolving critical payroll issues. They will serve as a resource to internal and external stakeholders in all matters related to SAP/HR/Payroll data.

### Principle Duties and Responsibilities

- Builds and maintains a team that embraces positive relationships with a variety of constituents; responsible for hiring, overall supervision, performance, annual reviews, motivation, standards, goals, training, and development of the team.
- Manages all HR/payroll transaction processing and support operations; resolves issues related to HR/Payroll records, including HR records, time-keeping records, benefits and absences records, and data integration to support affiliated departments.
- Is a subject matter expert and go-to resource for the MIT community on all HR/Payroll transactions and payroll operations.
- Oversees processing of complex appointment transactions, including step ups, step downs, and transitioning of high-level Faculty/Dept Heads; MAP appointments; extensive collaboration with dept and HR; hire date changes, salary overpayments, manual modifications of system to produce desired results; and checks and balances to ensure integrity of corrections.
- Manages highly sensitive and confidential payments within tight timelines. Coordinates with Compensation, Office of General Counsel (OGC), and Human Resource Officers (HROs).
- Oversees Summer sessions processing, including compliance, communication and collaboration with the Provost office, various MIT departments, and third-party vendors on desired changes and issues.
- Works closely with Central HR on executing complaints and timely transactions for terminated employees.
- Develops and maintains key relationships with various partners across the Institute: Central HR, Benefits, Human Resource Officers, ADeans, HR Partners, LL HR, OGC, Information Systems & Technology (IS&T), VPF Financial Systems, etc.
- Manages the HR/Payroll Support team, focusing on improving data quality and ensuring integrity and timeliness of HR/Payroll data; Works across teams and Departments, Labs, Centers, and Institutes (DLCIs) to garner, audit, and interpret data.
- Develops and maintains expertise in MIT-specific payroll practices to interpret departments' requests and guides them through complex policies and procedures in administratively efficient and compliant manner.
- Using their expertise, respond to intricate questions from internal and external stakeholders regarding payroll issues when escalated by other staff.
- Manages and maintains HR/Payroll relationships with third-party vendors: ADP, Fidelity, WTW, MIT Credit Union, etc.
- Understands customers' needs, advocates for and leads initiatives related to employment/payroll/benefits policies and procedures improvement, and issues, in close collaboration with other central MIT departments.
- Teams up with VPF Financial Systems and IS&T to implement mid-to-large scale payroll projects and changes to systems when policy, process or compliance require it. Responsible for defining requirements, design, testing, communication, and making business decisions.
- Collaborates with IS&T and Business Systems Analysts on RT tickets priority, enhancements testing, and routine maintenance testing related to MIT's active and retiree HR transactions and payroll support.
- Participates in Institute's working groups on strategic long-lasting endeavors for MIT- Analytics & Data Governance platform, timesheets policies and procedures redesign, MIT employee onboarding & offboarding process, SRS letter process redesign, etc.
- Delivers cross-community education on new payroll processes and wherever gaps are present.
- Prepares detailed payroll Ad Hoc reports for internal & external auditors and senior VPF and HR leadership.
- Oversees data integrity and corrections for all feeds to and from MIT to third-party partners (e.g. LL, Fidelity, Credit Union, ADP, WTW, etc.) to ensure data compliance and synchronization across separate systems.
- Oversees payroll's clearing account reconciliation and payroll suspense account balances for 50+ DLCIs.

- Leads the team responsible for processing of imputed income, NIFALs and CIMs Faculty programs, travel, and various deductions such as educational loans, faculty mortgages, Credit Union, and transportation deductions and reimbursements, etc.
- Manages the team responsible for processing and compliance on child support, workers' compensation, IRS levies, summons, and long-term disability processes.
- Administers payment calculations for MIT's decentralized vacation tracking.
- Manages development and maintenance of payroll process documentation for both technical solutions and business processes.
- Oversees processes to ensure accurate monthly reporting of HR/Payroll metrics.
- Performs other duties as assigned.

#### Required

- Bachelor's degree in accounting, business, related field, or equivalent experience
- Minimum seven (7) years of payroll, payroll systems, payroll regulations or related experience required
- Experience with SAP and database applications
- Demonstrated expert knowledge of accounting principles and relevant federal regulations, including those specific to research and non-profit organizations
- Excellent analytical, project management, problem-solving, and organizational skills
- Highly organized with the ability to drive and manage multiple priorities, projects, and team members and ensure the team's timely delivery of all responsibilities and assignments
- Ability to exhibit poise, composure, and confidence in stressful or high-pressure situations
- Strong consultative, written and verbal communication, team building, and leadership skills
- Ability to use discretion, tact, and good judgment working with highly sensitive and confidential information
- A collaborative working style that can build interpersonal relationships and achieve consensus
- Excellent Microsoft Excel, Word, and PowerPoint skills

#### Preferred

- Experience in higher education financial operations

#### **Supervision Received**

Reports to the Assistant Director of HR/Payroll

#### **Supervision Exercised**

Supervises one or more HR/Payroll staff

#### **Additional Information**

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.

Employment is contingent upon the completion of a satisfactory background check.

MIT is unable to provide work authorization or visa sponsorship for this position.

This position has a six-month probationary period for new employees to the Institute.

#### **Diversity, Equity, and Inclusion**

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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.

### **VPF is Mission Focused**

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, the 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.