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 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.

POSITION OVERVIEW STATEMENT
The Assistant Director of HR/Payroll will lead and drive a significant integration effort of MIT’s complex and diverse HR/Payroll systems and organizations. She/he will set the strategic direction of payroll systems, processes, service center operations, and customer service. The Assistant Director will act on and resolve the most complex issues related to payroll operations. This person is also responsible for supervising, training, and the development of HR/Payroll staff. She/he will oversee the development and implementation of enhancements to meet the needs of the Institute. The ideal candidate is hands-on, self-starting, disciplined, and detail-oriented, with the ability to work collaboratively in a high-volume environment.

Principal Duties and Responsibilities (Essential Functions)
- Manages all HR/Payroll transaction processing and processing support operations and resolves issues related to HR/Payroll records including HR records, time-keeping records, and data integration to support affiliated departments
- Oversees the operation of the HR/Payroll Service Desk team to provide excellent customer service to the MIT community
- Develops and maintains expertise in MIT-specific payroll practices to interpret input from departments to ensure the integrity of payroll data—from data entry through data audit and validation
- Responds to complex questions from internal and external stakeholders regarding payroll issues when escalated from staff and assigns staff to follow-up
- Oversees the execution of employment-related tax remittance and filings for Massachusetts, federal agencies, states outside of Massachusetts, third party payments, and all calendar and year-end processes
- Manages the team responsible for all payroll-related reporting for MIT departments including VPF Tax (Form 990 reporting), HR Benefits (Total Comp Statements), HR Compensation, VPF Office of Insurance, Research Administration Services, and ad hoc requests
- Responsible for the payroll processing team’s efforts to process on-cycle and off-cycle payrolls, inbound and outbound feeds, paycheck and direct deposit replacements, and daily, monthly, and quarterly file processing, and all tax reporting related files
• Manages a team that develops and maintains positive relationships with a variety of constituents; is responsible for hiring, overall supervision, performance, annual review, motivation, standards, goals, training, and development of the team
• Identifies, develops, and initiates strategic opportunities for improvements to HR/Payroll’s business systems and processes to better serve the MIT community; understands customers’ needs, develops process efficiencies, stays informed of external trends and best practices, and pursues development opportunities
• Leads payroll compliance and payroll tax initiatives in close collaboration with central MIT departments
• Acts as a key team member partnering with VPF Financial Systems business analyst and MIT Information Services and Technology (IS&T) team addressing process and systems that support MIT’s active employees and retiree HR transactions and payroll support
• Works across teams and MIT’s departments, labs, and centers to garner, audit, and interpret data and to ensure data integrity
• Assists to provide detailed payroll reports upon request by senior VPF and HR management
• Prepares and oversees processes to ensure accurate monthly reporting of HR/Payroll metrics
• Develops and delivers training programs for staff covering regulatory information, MIT payroll practices, and payroll industry trends and practices
• Is responsible for reviewing and approving process documentation
• Collaborates and partners with related bank personnel
• Develops and maintains productive partnerships with colleagues and customers within the MIT community and off-campus entities to support ongoing open communication
• Other duties as assigned

Qualifications
Required:
• Bachelor’s degree in accounting, business, related field, or equivalent experience
• Minimum of seven years of experience in financial operations, including accounting and account reconciliation
• At least four years of managerial experience leading accounting or financial operations teams while delivering exemplary customer service
• Experience in and knowledge of HR/Payroll regulations, federal and state laws, and taxation
• Demonstrated, successful experience implementing and managing change within a large, complex and diverse organization
  ▪ 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 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 working with a large-scale ERP system, preferably SAP
- Experience with financial operations in higher education or research setting
- Experience leading a payroll function

Supervision Received
Reports to the Director of Financial Operations

Supervision Exercised
Will manage the HR/Payroll team (~15 team members)

Remote Work
MIT is committed to supporting a safe and equitable workplace. MIT and VPF are developing guidance, policies, and models for returning to work on campus. As of February 2022, this position is designated as one that can be performed in a hybrid model of two days per week in the office and is subject to change.

Covid Policy
MIT currently requires Covid-19 vaccination for all MIT employees who work in the United States. Individuals may request exemption from the vaccine requirement for medical or religious reasons. See MIT Now for more information on MIT’s Covid policies. Offers of employment are contingent on an applicant’s compliance with MIT’s Covid-19 vaccine/exemption requirements.

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 6-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.