

Job Description – MIT Job # 22514

Functional Area:	Office of the Vice President for Finance, HR/Payroll		
Job Title:	Payroll Analyst 2	Position Title:	Foreign National Payroll and Tax Coordinator
Reports to:	Manager of Payroll Operations, Accounting, and Tax	Prepared on:	March 2023
Salary Grade: 7	Salary Range: \$70,000 - \$80,000	Hours per week/status: 40/Exempt	

Foreign National Payroll and Tax Coordinator

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, 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. A team-oriented office, VPF strives to exemplify financial and administrative excellence and the highest levels of integrity, inclusiveness, and accountability.

Position Overview

The Foreign National Payroll and Tax Coordinator is responsible for reporting, compliance, analysis, control, and improvement of the complex payroll functions that serve the Institute’s non-resident alien (NRA) population. Duties include granting foreign tax treaties, overseeing NRA taxation compliance, filings, reporting, and analysis, creating payroll policies and procedures by working with other MIT departments, and strategizing and implementing continuous improvements to Institute systems. The Foreign National Payroll and Tax Coordinator will perform extensive outreach to the MIT NRA community to ensure understanding of and compliance with IRS regulations. To that end, the Foreign National Payroll and Tax Coordinator will assist NRAs with completing the Institute’s tax determination processes.

Principle Duties and Responsibilities

- Oversees all payroll services for the Institute’s 3,500 non-resident aliens (NRA).
- Guides NRA population (including students, post-doctoral scholars, fellows, visiting scientists, and professors) through complicated tax treaty policies to ensure non-US citizens and permanent residents are in compliance with applicable laws. Runs analyses and reports to identify and resolve compliance issues or questions.
- Examines and recommends adjustments to payroll processes maintained by the Office of the Vice President, Information Systems and Technology, and Human Resources. Collaborates with colleagues to implement improved changes, such as automating and streamlining the tax treaty process.
- Assesses and authorizes all tax treaty documentation on behalf of MIT. Uses sound judgment to support nonresident aliens while maintaining compliance responsibilities of the Institute.
- Oversees processing of payroll taxes for the NRA population, including withholding and remittance.
- Responsible for conducting independent tax treaty research and maintaining up-to-date knowledge of laws and best practices. Attends professional development training and workshops and seeks out self-study materials. Interprets IRS tax codes related to NRAs to ensure that MIT’s payroll processes comply.
- Develops new auditing procedures, creates ad-hoc reports, and performs analysis in real-time, to ensure compliance and data integrity across separate systems.

- Creates reports and performs analyses to ensure compliance and data quality across separate databases.
- Analyzes standardized daily, weekly, and monthly audit reports for NRAs and develops recommendations for policy and process improvements.
- Manages records and tracks correct taxation for foreign nationals maintaining complex or dynamic residency arrangements.
- Responsible for form 1042s data, including auditing, correcting, and preparing data for 1042 tax forms and filings. Performs various weekly, monthly, and quarterly audits in both SAP and Sprintax.
- Establishes and maintains NRA payroll-related policies, guidelines, and procedures. Responsible for ensuring all documentation is maintained.
- Owns and designs communication strategy and plans, implements, and measures strategic communications to the NRA population. Provides clear and concise updates about the Sprintax system, notices from the Payroll office, and content for various workshops at the DLC and Institute levels.
- Leads and advocates for improvements to reduce the administrative burden on the NRA community and increase compliance and understanding of tax regulations. Provides customized solutions for individuals while adhering to federal regulations.
- Manages and presents three foreign national tax workshops for the MIT Community.
- Organizes and leads training of individual departments on improving department processes for tax treaties and compliance with NRA tax laws. Provides guidance to departments on how they can enrich their new hire materials and assist their non-resident alien populations.
- Leads working sessions with the Atlas Service Center generalists on basic NRA questions and procedures.
- Maintains timely and cordial correspondence with NRAs to provide tailored guidance to ensure tax compliance.
- Establishes and oversees relationships with the International Students Office, International Scholars Office, Atlas Service Center, Student Financial Services, Registrar's Office and DLCs to coordinate, improve and streamline the full cycle experience for NRAs at MIT. This includes system functionality, providing education and guidance on tax related questions and issues, and overseeing the outreach strategy and communication materials.
- Liaises between Payroll, VPF Financial Systems team, IS&T and Sprintax, and uses experiences and feedback from the Community to identify and propose changes to existing systems, to prioritize importance, and to collaborate with all parties involved to see it through.
- Uses community feedback to develop new educational materials or streamline processes.
- Manages MIT's relationship with NRA compliance software vendor, monitors system issues, and oversees enhancements.
- Creates and maintains a calendar of all NRA payroll activities, coordinating with other parties as necessary.
- Works with internal stakeholders on new system implementation or improvement plans. Advises on proposals, data mapping, testing and gathers feedback from internal and external partners. Analyzes processes and systems upgrades for impact on NRA population.
- Handles confidential information and supports DACCA students in partnership with MIT Student Support Services.
- Performs other duties as assigned

Qualifications

Required

- Bachelor's degree required.
- Minimum 5 years of relevant experience.
- Experience using payroll system software.
- Excellent collaborative, interpersonal, and customer service skills

- Able to manage multiple tasks under strict deadlines with strong attention to detail.
- Proven leadership abilities and the ability to work independently.
- Demonstrated collaborative problem-solving skills.
- Exceptional written and verbal communication skills with the ability to interact with individuals at various levels of the organization.
- Strong analytical and reporting capabilities.
- Proficiency with Word and Excel.
- Self-starter that takes initiative and exercises good judgment

Preferred

- Experience with foreign national payroll tax policies.
- Knowledge of SAP, Sprintax, Brio Query, and Cognos highly desirable.
- MIT experience

Supervision Received

Reports to the Manager of Payroll Operations, Accounting, and Tax

Supervision Exercised

None

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.

A background check (including checking criminal records) will be required for the final candidate.

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.

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 March 2023, this position is designated as one that can be performed in a hybrid model of four days per week remote, one day in the office. Once routine and rapport are established, the position is eligible to work one day in the office every other week. Hybrid arrangements are subject to change.

Covid Policy

MIT currently requires Covid-19 vaccination for all MIT employees who work in the United States. Individuals may request an 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.

Diversity, Equity, & Inclusion

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.