OFFICE OF THE VICE PRESIDENT FOR FINANCE

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, this 165-person 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 managing foreign national nonresident alien (NRA) payroll processes, taxation, foreign tax treaties, and administration of the Sprintax Tax Compliance determination/reporting system. She/he will perform outreach to the MIT community, Administrative Officers, HR Administrators, and affected individuals to educate them on reporting responsibilities of nonresident aliens and completing the Institute’s tax determination processes to ensure compliance with Internal Revenue Service (IRS) regulations.

Principle Duties and Responsibilities:
- Manages MIT’s foreign national payroll process for the Institute’s nonresident alien (NRA) population
- Works to resolve NRA-related concerns in collaboration with MIT staff and the NRAs
- Acts as the primary payroll contact for the NRAs (including students, post-doctoral scholars, fellows, visiting scientists, and professors) and assists individuals to follow the Institute’s policies and procedures that are consistent and in compliance with U.S. tax laws
- Is responsible for responding to a high volume of NRA community inquiries in a timely manner
- Conducts independent tax research and provides broad direction to NRA individuals
- Acts as liaison between MIT and the IRS on matters related to NRA taxation
- Manages the tax treaty process, including identifying eligibility, confirming tax treaty status, performing initial payroll setup, following renewal processes, and managing communication

<table>
<thead>
<tr>
<th>Functional Area:</th>
<th>Office of the Vice President for Finance, Financial Operations, HR/Payroll</th>
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<tbody>
<tr>
<td>Job Title:</td>
<td>Payroll Analyst 1</td>
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<tr>
<td>Position Title:</td>
<td>Foreign National Payroll and Tax Coordinator</td>
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<td>Reports to:</td>
<td>Manager of Payroll Operations, Accounting, and Tax</td>
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<tr>
<td>Prepared On:</td>
<td>October 3, 2022 MIT Job # 21954</td>
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<td>Salary Grade:</td>
<td>6</td>
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<td>Hours per week/status:</td>
<td>40/Exempt</td>
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$60,000-$70,000
- Reviews and signs all tax treaty documentation on behalf of MIT and ensures timely submission to the IRS
- Interprets IRS tax codes related to nonresident aliens to ensure that MIT’s payroll processes comply
- Works with the Atlas Service Center, Student Financial Services, the Registrar’s Office, International Students Office, and International Scholars Office to ensure alignment on policies, programming, and services for nonresident aliens
- Is responsible for keeping records in SAP and Sprintax up to date
- Creates and maintains NRA payroll-related policies, guidelines, and procedures
- Supports DACCA students in partnership with MIT Student Support Services
- Provides training to MIT departments, labs, and centers on the payroll process and compliance requirements for employing nonresident aliens
- Works with the Assistant Director of HR/Payroll and the VPF communications team to create and periodically update NRA-related communications
- Manages records and tracks correct taxation forms for foreign nationals that maintain complex or dynamic residency arrangements
- Is responsible for form 1042s data, including auditing, correcting, and preparing data to be used in 1042 tax forms and filings. Performs various weekly, monthly, and quarterly audits in both SAP and Sprintax
- Creates reports and performs analysis to ensure compliance and data quality across separate databases
- Coordinates data mapping and integration projects between SAP, Sprintax, and future ERPs
- Works closely with Sprintax, the VPF Financial Systems team, and IS&T to maintain the integrity of all NRA-related data
- Supports preparation and presentation of foreign national tax workshops to the MIT community
- Performs other duties as assigned

**Qualifications:**

**Required:**
- Bachelor’s degree
- Minimum of three years of relevant experience
- Able to manage multiple tasks under strict deadlines with strong attention to detail
- Proven leadership abilities
- Exceptional written and verbal communication skills with the ability to interact with individuals at various levels of the organization
- Strong analytical and problem-solving skills
- Excellent collaborative, interpersonal, and customer service skills
- Proficiency with Word and Excel
- Self-starter who takes initiative and exercises good judgment
- Knowledge of SAP, Sprintax, Brio Query, and Cognos

**Preferred:**
- Experience with foreign national payroll tax policies.
- Experience using payroll system software
- MIT Experience strongly preferred

**Supervision Received:**

Reports to the Manager of Payroll Operations, Accounting, and Tax
Supervision Exercised:

None

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 October 2022, this position is designated as one that can be performed in a hybrid model of two days per month in the office, although this 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 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.

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 and/or visa sponsorship for this position.

This position has a 6-month probationary period for new employees to the Institute.

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.