

<b>Functional Area:</b>	Office of the Vice President for Finance, Financial Operations, Payroll		
<b>Job Title:</b>	Mgmt 3, Accounting	<b>Position Title:</b>	Manager of Payroll Operations, Accounting and Tax
<b>Reports to:</b>	Assistant Director of Payroll	<b>Prepared On:</b>	May 2022 MIT Job # 21309
<b>Pay Grade: 10</b>	<b>Salary Range:</b> \$90,000-\$115,000	<b>Hours per week/status:</b> 40/ Exempt	

### 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 Manager of Payroll Operations, Accounting, and Tax will have advanced knowledge related to general ledger accounting, financial reporting, payroll, and accounts payable operations. She/he will act on and resolve complex issues related to payroll operations. The Manager is responsible for supervising, training, and developing Payroll staff. She/he will oversee the development and implementation of process and system 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 producing work that is accurate while meeting all deadlines.

### Principal Duties and Responsibilities (Essential Functions)

- Manages employment-related tax remittance and filings to federal agencies, the Commonwealth of Massachusetts, states outside of Massachusetts in which MIT has obligations; and other countries as necessary
- Manages all third-party payments including employment taxes, 401(k), 457(b), MIT Federal Credit Union, MET Life, and MIT unions, and oversight of G/L reconciliation for all related payroll accounts
- Builds and maintains a team that embraces positive relationships with a variety of constituents; responsible for hiring, overall supervision, performance, annual review, motivation, standards, goals, training, and team development
- Maintains oversight of all calendar year-end processes, communications to the community, reconciliations, and special programs
- Oversees file transmittals to federal agencies, including the Internal Revenue Service (IRS) and Social Security Administration (SSA)
- Issues employee tax forms including, but not limited to, W-2, 1042, and 1099R Forms
- Oversees correspondence and disputes resolutions with IRS, and individual states' departments of revenue
- Is responsible for all payroll-related reporting for MIT departments including but not limited to VPF Tax (Form 990 reporting), HR Benefits (Total Comp Statements), VPF Office of Insurance, Research Administration Services, and ad hoc requests

- Supports internal, external, and regulatory audit requests
- Has oversight of non-resident alien taxation support including administering the Sprintax Compliance application, providing customer service, and processing tax treaties for the international scholar and student community
- Works closely with VPF Tax team and campus and outside partners to manage and present annual Tax Workshops for students and scholars
- Is responsible for setting up processes for payroll for students and employees working around the globe during the pandemic, and in a post-pandemic world
- Serves as a member of the International People Placement working group (IPP)- charged with addressing MIT's international policies and procedures, and providing senior leadership with analysis and recommendations for strategic decisions
- Supervises the payroll processing team responsible for processing 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
- Participates in and leads initiatives related to employment, payroll, and benefits policies in collaboration with other central MIT departments
- Acts as a key team member partnering with VPF Financial Systems and MIT Information Services and Technology (IS&T) team for MIT's payroll processes and systems
- Coordinates employee payroll adjustments
- Oversees overpayment claims recovery
- Collaborates with other VPF units and MIT offices including but not limited to the Office of the Provost, Human Resources and Benefits, the Office of General Counsel, Student Financial Services, the International Scholars' and Students' offices, and the Offices of the deans of MIT's schools and college
- Reviews and approves process documentation
- 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 management experience leading accounting or financial operations teams while delivering exemplary customer service
- 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 with SAP and database applications
- Experience in higher education financial operations
- Master's degree or Master of Business Administration (MBA) in a related field and/or Certified Public Accountant (CPA)

### **Supervision Received**

Reports to the Assistant Director of Payroll

### **Supervision Exercised**

Will manage one or more Payroll staff

### **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 May 2022, this position is designated as one that can be performed in a hybrid model of one day per week in the office every other week 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.*

