Job Description – MIT Job # 22879

<table>
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<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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<td>Position Title:</td>
<td>Payroll Operations Specialist</td>
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<td>Reports to:</td>
<td>Manager of HR/Payroll Operations, Accounting, and Tax</td>
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<td>Prepared On:</td>
<td>June 2023</td>
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<td>Grade: 6</td>
<td>Salary Range: $65,000-$70,000</td>
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<td>Hours per week/status:</td>
<td>40/Exempt</td>
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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 Payroll Operations Specialist is responsible for processing MIT’s payroll. The position requires collaboration on many fronts, including with VPF’s Financial Systems team, MIT Information Systems and Technology (IS&T), MIT Human Resources, and related vendors whose platforms support the payroll process. They Initiate and advocate for continual process improvements and work closely with these partners to implement changes.

This position manages all tasks related to keeping internal and external systems updated, and is responsible for inbound and outbound data feeds, ensuring data integrity at all phases of the payroll process. The role works closely with Automatic Data Processing (ADP), Bank of America (BoA), MIT Human Resources, Willis Towers Watson (WTW), and directly with the MIT community to ensure timely payroll payments. They establish and maintain open lines of communication with multiple constituents and work closely with the VPF HR/Payroll Service Desk to serve the MIT community. They are responsible for generating quarterly and year-end data files and filing electronic data submissions to the Social Security Administration, Internal Revenue Service (IRS), and state tax authorities.

The ideal candidate will provide excellent customer service to MIT’s constituents, have a strong familiarity with payroll processing and operations, be accountable for all work, pay close attention to details, and be able to
Principle Duties and Responsibilities

- Oversee smooth and successful execution of all MIT pay runs which include semimonthly, weekly payroll, annuity and lump sum pension payments, and off-cycle payments (more than 100 scheduled pay runs per year, plus thousands of off-cycle payments, approximately $2.5b/year)
- Responsible for overseeing and coordinating extensive pre-payroll activities, involving multiple levels of systems and a wide arrange of internal and external systems that generate data feeds, such as time sheet portals, facilities feeds, Lincoln Laboratory, Fidelity Investments, Willis Towers Watson (WTW), labor unions, and MIT Human Resources
- Is responsible for processing the payroll run and to troubleshoot issues in real-time to ensure successful completion within very tight deadlines; applies in-depth understanding of complex systems and how they work together
- Manage and coordinate post-payroll processes including successful ACH files transmissions and processing by ADP, BoA, and external partners and oversee the Institute’s salary distribution process
- Develop and nurture a strong relationship with MIT IS&T’s payroll developers and support team; collaborate to identify and fix bugs in feeds and related payroll issues, and maintain a reliable and robust suite of payroll systems in changing environment
- Work with IS&T colleagues on the design and testing of new processes and system upgrades; serve as an integral team member to implement new systems
- Serve as the primary liaison between MIT and ADP in providing paystubs and tax forms to payees. Develop, maintain, and oversee HR/Payroll’s relationship with ADP, closely monitor specific timing of feeds, issues, resolutions, and funding. Apply knowledge of SAP payroll and the ADP Wage Payments toolset. Perform analyses to ensure compliance and data quality across multiple systems
- Manage HR/Payroll’s relationship with Bank of America (BoA) for all payroll payments; collaborate closely with the Bank’s accounting officer responsible for payroll bank reconciliations to analyze and resolve discrepancies between SAP, BoA, and ADP, and follow through to resolution
- Oversee preparation, processing, and review of off-cycle payments, and all bank-related activities, including a wide variety of international wires
- Manage a high volume of bank issues including returns, stop payments, payment reissues/replacements, and related communication to affected payees
- Collaborate with WTW, MIT’s pension administrator, the Retirement Benefits team in MIT Human Resources, and the Payroll Support team to conduct root-cause analysis and timely resolution of pension issues to maintain data integrity and in compliance with pension regulations
- Initiate and lead discussions regarding new processes, and advocate for process improvements in payroll policies and procedures. Is responsible for identifying and articulating issues and proposing possible resolutions; strategizes with, and works with internal and external parties to help implement best solutions
- Oversee the HR/Payroll processing ticket queue. Follow up on requests from all levels of the community by providing timely, cordial customer service correspondence; explain and clarify complex information to audiences with different needs
- Own and design the creation of all Payroll calendars, after careful analysis and consideration of overlapping internal and external deadlines and payroll regulations
- Submit files to the IRS and the SSA, follow up to ensure successful acceptance, and troubleshoot with agencies as needed

communicate complex issues effectively. They must be a proactive, positive problem solver, able to collaborate with team members (internal and external), and actively support opportunities for process and operational improvements. The position requires a willingness to be flexible in work schedule.
• Is responsible for all individual amended tax forms issued by HR/Payroll
• Attend professional development training and workshops and seek out self-study materials
• In collaboration with the HR/Payroll accounting team, coordinate internal and external audit request to ensure the accuracy and timely delivery of data
• Oversee the production of quarterly and year-end reports
• Run scheduled and ad hoc jobs to update SAP, and maintain strong knowledge of frequent changes to the SAP payroll system
• Produce monthly payroll metric reports
• Other duties and projects, as assigned

Qualifications

Required
• Bachelor’s degree
• Minimum of one year of relevant experience
• Ability to manage multiple tasks under strict deadlines
• Excellent attention to detail, quality of work, and timeliness of deliverables
• Demonstrated adaptability and flexibility, and ability to reprioritize workload as necessary
• Excellent problem-identification and problem-solving skills
• Excellent collaborative, interpersonal, written, verbal, and customer service skills
• Ability to take ownership and manage workload and responsibilities independently
• Demonstrated interest in cultivating a rich understanding of process operations outside of HR/Payroll to better serve internal and external stakeholders

Preferred
• Experience in financial operations, preferably in payroll
• Demonstrated knowledge of accounting principles and relevant federal regulations, preferably those specific to research and non-profit organizations
• Advanced experience with SAP, Excel, and database software such as Brio Query, Cognos, and FileMaker
• Prior higher education experience

Supervision Received
Receives supervision from the Manager of HR/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.
Diversity, Equity, and 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.

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.