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 Payroll Operations Specialist is responsible for processing all on-cycle and off-cycle MIT payroll payments. The duties include processing MIT’s payrolls in SAP and integrating with ADP’s Wage Payments service and all activities related to keeping the systems updated and data synchronized. She/he is responsible for third-party data inbound and outbound data feeds, and coordinating with third-party vendors. The role works closely with the HR/Payroll Financial Services desk and directly with the MIT community to ensure timely payroll payments. The role is responsible for reporting MIT’s weekly, semimonthly, and pension payrolls during a monthly period and serves on the team responsible for generating quarterly and year-end data files for tax scrubbing, 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, and be able to communicate complex issues effectively. She/he must be a proactive, positive problem-solver, able to collaborate with team members (internal and external) and support opportunities for process and operational improvements. The role requires excellent attention to detail.

Principal Duties and Responsibilities (Essential Functions)

- Manage all on-cycle and off-cycle payment processing, and bank-related activities including ACH file processing and check printing activity for the Institute using SAP payroll and ADP Wage Payments toolset
- Manage bank rejects, returns, stop payments, and payment reissues/replacements
- Manage all feeds related to payroll processes, and perform reasonability checks and comparisons against prior pay runs and the previous year
- Manage post-payroll processes including salary distribution processing, generate and submit year-end reports, payroll metric reports, payroll calendars, and schedules
- Run scheduled and ad hoc reports to update SAP and support internal auditing including quarterly scrubs, and non-resident updates
- Maintain strong knowledge of SAP payroll system and ADP Wage Payments toolset and keep all processing documentation current
• Support strong relationships with internal and external partners to ensure the integrity of data feeds and maintenance
• Create all HR/Payroll calendars to post on the VPF website and for internal HR/Payroll operations
• Ensure quality standards for payroll cycle processing through planning, scheduling, and ongoing review of policy, procedure, and scheduling updates, and disseminating information to stakeholders, as necessary
• Assist with VPF HR/Payroll Operations and tax filing submissions and audits during quarter-end and year-end
• Partners with the multiple teams to resolve data issues; works closely with IS&T on process issues, and design and testing of new processes
• Other duties and projects, as assigned

Qualifications
Required:
• Bachelor’s degree
• Excellent collaborative, interpersonal, written, verbal, and customer service skills
• Demonstrated interest in cultivating a rich understanding of process operations outside of HR/Payroll in an effort to better serve internal and external stakeholders
• Excellent problem identification and problem-solving skills
• Ability to manage multiple tasks under strict deadlines while paying attention to detail
• Ability to take ownership and responsibility for tasks
• Independent ability to manage assigned workload
• Excellent attention to detail, quality of work, and timeliness of deliverables
• Demonstrated adaptability and flexibility, and ability to reprioritize workload as necessary

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, database software such as Brio Query, Cognos, and FileMaker
• Prior higher education experience

Supervision Received

Receives supervision from the Manager of HR/Payroll Operations 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 January 2022, this position is designated as one that can be performed in a hybrid model of one day 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.