

## Job Description – MIT Job #25580

<b>Functional Area:</b>	Office of the Vice President for Finance, Financial Operations, HR/Payroll		
<b>Job Title:</b>	Payroll Analyst 2	<b>Position Title:</b>	Senior HR/Payroll Data Analyst
<b>Reports to:</b>	Manager of HR/Payroll Services	<b>Prepared on:</b>	March 2026
<b>Salary Grade: 7</b>	<b>Salary Range:</b> \$67,200 - \$91,100	<b>Hours per week/status:</b> 40/Exempt <b>Duration:</b> Three (3) Year Term renewable on a one year basis	

### About the Office of the Vice President for 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. Depending on the position and specific team schedules, a VPF staff member will spend 2-8 days per month in the office. 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 Senior HR/Payroll Data Analyst is responsible for complex appointment processing and analyzing and resolving critical payroll issues. This individual will demonstrate a deep understanding of the SAP HR/Payroll system, including business rules, HR policies, data, and transactions. They will serve as a resource to internal and external stakeholders in all matters related to SAP/HR/Payroll transaction processing. They will be responsible for providing analytical support to the entire HR/Payroll team by analyzing audit and data results and offering resolutions to drive quality improvements. They will provide excellent customer service to the MIT Community and outside customers and build productive work relationships.

### Principal Duties and Responsibilities

- Manages the HR/Payroll ticket queue and responds to requests from all levels of the community by providing accurate, timely, and cordial customer service correspondence; explains and clarifies complex information to audiences with different needs.
- Processes complex payroll and appointment transactions, including step changes, faculty transitions, MAP appointments, and retroactive updates.

- Identifies critical payroll issues and initiates necessary corrections.
- Provides guidance and supports HR/Payroll Representatives on an ongoing basis.
- Is a subject matter expert and go-to resource for the MIT community on HR/Payroll transactions and operations. Interprets department, lab, center, and institute (DLCIs) requests and guides them through complex policies and procedures in efficient and compliant manner.
- Using their expertise, responds to intricate questions from internal and external stakeholders regarding payroll issues when escalated by other staff.
- Manages processing of complex appointment transactions, including step-ups, step-downs, and transitioning of high-level Faculty/Department Heads; MAP appointments; extensive collaboration with DLCI and HR; hire date changes, salary overpayments, manual modifications of system to produce desired results; and checks and balances to ensure integrity of corrections.
- Manages highly sensitive and confidential payments within tight timelines. Coordinates with Compensation, Office of General Counsel (OGC), and Human Resource Officers (HROs).
- Monitors Lincoln Lab's (LL) feeds, analyzes issues and error logs, and finds resolutions within tight deadlines. Collaborates with LL HR to ensure data compliance integrity across separate systems. Takes ownership of all necessary modifications and updates.
- Builds and maintains a mastery of the salary distribution system process and serves as a subject matter expert to the MIT community.
- Processes various taxable imputed income adjustments and calculates associated gross-ups.
- Assists with Summer sessions processing, including compliance, communication and collaboration with the Provost office, various MIT DLCIs, and third-party vendors on desired changes and issues.
- Develops and maintains payroll process documentation for both technical solutions and business processes, such as workflow procedures.
- Develops and maintains key relationships with various partners across the Institute: Central HR, Benefits, Human Resource Officers, ADeans, HR Partners, LL HR, OGC, Information Systems & Technology (IS&T), VPF Financial Systems, etc.
- Understands customers' needs, advocates for initiatives related to payroll policies and procedures improvement, in close collaboration with other central MIT DLCIs.
- Delivers cross-community training on payroll processes.
- Supports and compiles metrics from the HR/Payroll Service Center's workflow and uses the data to develop best practices for customer service.
- Attends professional development training and workshops and seeks out self-study materials.
- Performs other duties and projects as assigned.

## **Qualifications**

### **Required**

- Bachelor's degree
- Minimum three (3) years of experience in payroll, finance and/or HR
- Experience in payroll processing or a similar role, with an understanding of payroll processes, laws, and regulations
- Demonstrated knowledge of the principles, practices, and theories in payroll operations and complex transaction processing
- Excellent verbal and written communication skills
- Meticulous organizational skills with the ability to manage a high volume of work, balance competing priorities, meet deadlines, and maintain attention to detail and follow through in a fast-paced environment
- Self-starter with the ability to troubleshoot and resolve issues independently with minimal guidance, and appropriately escalate complex issues to a manager when necessary

- Ability to make independent decisions that are guided by general instructions and practices requiring interpretation and collaboration with different constituents
- Strong analytical and problem-solving skills with a focus on continuous improvement
- Ability to provide responsive and professional support to internal and external stakeholders using active listening skills
- Ability to exercise discretion, tact, and sound judgment when handling sensitive or confidential information
- Experience using payroll system software, preferably SAP
- Proficiency with Microsoft Office Suite (Word, Excel, Outlook, PowerPoint) and familiarity with video conferencing and collaboration tools (e.g., Zoom, Teams, Slack)

#### Preferred

- Payroll experience in Higher Ed environment
- Knowledge and use of Cognos, SAP, or Brio query tools
- Experience implementing projects for payroll services improvements
- Prior MIT experience

#### **Supervision Received**

Reports to the Manager of HR/Payroll Services

#### **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.

Employment is contingent upon the completion of a satisfactory background check.

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.

#### **MIT is an equal employment opportunity employer**

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.

All qualified applicants will receive equitable consideration for employment based on their experience and qualifications and will not be discriminated against on the basis of race, color, sex, sexual orientation, gender identity, pregnancy, religion, disability, age, genetic information, veteran status, or national or ethnic origin.

#### **VPF is Mission Focused**

The Office of the Vice President for Finance (VPF) advances 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

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information available to MIT and is focused on providing services that are readily adaptable to the evolving demands of an increasingly global Institute.