



## RHODE ISLAND COLLEGE JOB DESCRIPTION

Position classification: PSA  
Date created or revised: 12/13/2022  
Exempt/Non-Exempt Status: Exempt  
Responsible individual: Yes  
Campus Security Authority: No

Title: Payroll Manager  
Status: Full-time, continuing appointment  
Grade: 13  
Union Affiliation: PSA@RIC (Professional Staff Association)  
Reports To: Assistant Controller

### **PRIMARY PURPOSE:**

Manage the day-to-day operations of the College payroll office in accordance with Federal, State and Institutional regulations and mandates.

### **DESCRIPTION OF DUTIES AND RESPONSIBILITIES:**

#### Essential Job Functions:

- Communicate with staff in the State Payroll, State Personnel, College Human Resources, Accounting and Financial Aid Offices on a daily basis or as necessary to resolve operational or production items. Work closely with Human Resources technical staff to address issues related to hiring functions directly effecting the bi-weekly payroll process. Resolve payroll matters with the campus community and various State offices regarding operational issues.
- Supervise, direct and coordinate staff in payroll processing and maintenance of all state biweekly payrolls for the College, including reconciliations, check distributions, direct deposit maintenance, time entry, new hire adjustments, pay changes, leaves of absence, employee separations, leave balances and other employee transactions.
- Supervise the overall flow of internal payroll data (student, temporary employees and instructional) through the College's internal payroll system to insure accuracy, timeliness and adherence to established College, State and Federal policies and procedures. Specifically, for student payroll, input of hiring forms, reconcile all on-line timecards, perform all payroll processes in the administrative payroll system.
- Update and maintain the Time and Labor module for non-classified employees, including, but not limited to, the review of all new employee records to confirm proper Human Resources and Payroll set-up, enrollment and maintenance of time-reporter configurations, assignment of comp time plans, management of comp time plans for payouts and extensions, and leave accrual processing and subsequent review.
- Provide training, instruction, and general assistance to both payroll employees and campus users in the maintenance and use of integrated Human Resources/Payroll systems and payroll policies and procedures.
- Coordinate with Accounting to process overload and adjunct payroll contracts; monitor faculty workload for changes; communicate any discrepancies to academic deans and chairs; perform appropriate adjustments to payroll contract.

- Responsible for ensuring the administrative payroll system's internal payroll application is working effectively, participate as functional user in testing for upgrades, updates and implementation of new functionality. Participate in the testing and implementation of computer system enhancements to both the state's mainframe system and the College's payroll software.
- Manage third-party vendors for all direct deposit activities and funding of student and instructional payrolls. Assist campus community with activation of cards, selections of payments preference and any other interaction required.
- Perform a variety of administrative duties to deliver payroll-related objectives according to established deadlines, policies, procedures, and regulatory/legal requirements. Ensure that various time constraints and schedules are met utilizing available resources in the most efficient manner possible.
- Coordinate the production, reconciliation and distribution of W-2s at calendar year end.
- Review wage verification request for pensions, financial institutions, state disability claims, and garnishment inquiries. Ensure the prompt and accurate response to such requests.
- Prepare reconciliations and reviews of payroll accounting data.
- Prepare reports and complete questionnaires upon the request of a supervisor, the College Administration and various state and federal agencies.
- Train and supervise the payroll staff in the performance of the above stated tasks and duties.

Occasional Job Functions:

Perform other duties and responsibilities as assigned by the Assistant Controller.

**REQUIRED QUALIFICATION STANDARDS:**

Education:

Bachelor's degree in Business Administration, Accounting, Finance or related field.

Experience:

- At least two (2) years of experience in a business or financial environment, with a concentration in payroll.
- Experience with database and spreadsheet software.

Skills, Knowledge, and Abilities:

- Thorough knowledge of payroll principles
- Attentiveness to detail and accuracy are imperative
- Ability to manage confidential material
- Ability to multi-task and function between various technical platforms
- Comprehensive level computer skills, including Microsoft Word, Excel, working within college-wide enterprise system, and e-mail proficiency

**PREFERRED:**

- Experience in a college or university setting.

- Experience with PeopleSoft/Oracle or similar ERP systems.

**ENVIRONMENTAL CONDITIONS:**

The employee is not exposed to known adverse environmental conditions.

**The College requires that all applicants and employees be able to perform the essential functions of the job and will explore reasonable accommodations for individuals with disabilities.**

*As an Affirmative Action/Equal Opportunity institution that values and is committed to inclusion and expanding the diversity of its faculty and staff, the College invites members of protected classes, including minorities and persons with disabilities, to identify themselves as such at the time of application.*