UNIVERSITY OF RHODE ISLAND  
Position Description

TITLE: Assistant Manager, Payroll Office

DIVISION: Administration and Finance

REPORTS TO: Manager, Payroll and Assistant Controller

GRADE: 10

SUPERVISES: Fiscal and administrative support staff and students

BASIC FUNCTION:

Assist in the supervision of the daily operations and functions of the Payroll Office, including, but not limited to, internal payroll, payroll accounting, foreign tax compliance, effort certification, payroll distribution and payroll adjustments.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Supervise the overall flow of internal payroll data (student and temporary employees) through the University’s internal payroll system to insure accuracy, timeliness and adherence to established University, State and Federal policies and procedures.

Supervise the processing of effort certification and payroll adjustments through the University’s internal payroll system to insure accuracy, timeliness and adherence to established University, State and Federal policies and procedures.

Oversee all aspects of the University’s foreign tax administration; develop timelines, coordinate preparation and review, handling notifications of tax authority correspondence.

Preparation and submission of Forms 8233 to the IRS requesting tax exempt status and preparation and submission of 1042S at calendar year-end. Assist in the reconciliation of calendar year earnings to ensure the proper treatment of national compensation and payments.

Interact and coordinate with University administrators and department heads concerning employment requirements for foreign nationals. Develop, schedule, and conduct tax compliance workshops for administrators, department heads and nationals.

For non-U.S. citizens, coordinate with the University’s Office of Human Resource Administration to ensure proper completion of I-9 Forms upon employment.
Maintain a database on tax navigator software for all foreign students, faculty, staff and temporary visitors at the University. Coordinate and control the transfer of data between the tax navigator software and PeopleSoft systems to ensure the timely and accurate taxation of nationals.

Provide support to ensure PeopleSoft internal payroll application is working effectively, participate as functional user in testing for upgrades, updates and implementation of new functionality.

OTHER DUTIES AND RESPONSIBILITIES:

Keep abreast of legislative changes in Department of Labor, INS and IRS rules.

Advise and assist administrative staff in the Controller’s office and other offices on campus regarding the proper taxation and reporting of any payments to foreign nationals (payroll and non-payroll payments)

LICENSES, TOOLS AND EQUIPMENT:

Personal computers and printers; word processing, database management and spreadsheet software.

ENVIRONMENTAL CONDITIONS:

This position is not subject to adverse environmental conditions.

QUALIFICATIONS:

Bachelor’s degree in accounting, business administration, economics or equally related field required. Three years of payroll experience required, preferably in a higher education office setting. Supervisory experience required. The following are also required: demonstrated initiative and ability to effectively and comfortably supervise a staff in a high intensity environment; demonstrated proficiency in computing, including word processing and spreadsheet software; excellent interpersonal and analytical skills; ability to communicate effectively orally and in writing; ability to organize and coordinate complex management tasks.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.