

Job Code: .. 100167P
Position #: (NUNC) (E)
Developed by:....PEC
Reviewed by:.DLJ, LK
Approved by:.....LK
Date: 04/19

UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Assistant Controller
DIVISION: Administration & Finance (Controller)
REPORTS TO: Controller
GRADE: 16
SUPERVISES: Manager, Support Staff, students

BASIC FUNCTION:

Directly responsible for overseeing all aspects of payroll operations for the accurate and timely preparation, disbursement and posting of State Payroll and the In-House Payroll. Responsible for all payroll processes and procedures including taxes and other financial demands.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Supervise the payroll staff to ensure timely and accurate payroll issuance of In-House Payroll and State Payroll.

Ensure the University is in compliance with federal, state; payroll tax rules and regulations, union contracts and internal policy.

Responsible for the accurate preparation, review and submission of all federal and state payroll related tax filings, including 941s, 1042s and W-2s and amendments to payroll tax forms.

Actively partner with University Computing Services (UCS), HR and external consultants to troubleshoot issues, test, and implement software changes, upgrades, and enhancements.

Perform fit/gap analysis to evaluate the system capabilities of PeopleSoft Payroll and PeopleSoft Financials match business requirements, access how requirements will be implemented and identify changes to the systems or business practices.

Interact and communicate with the Controller's Office, Human Resources and University community regarding current payroll processing, tax regulations, laws and policies.

Provide leadership and direction for the Payroll Office to enhance performance, quality and productivity, educate and ensure Payroll staff are properly trained.

Remain current on new legislation and regulatory rulings impacting payroll.

OTHER DUTIES AND RESPONSIBILITIES:

Recommend and Develop improvements that will enhance the operations efficiency of the Payroll function and the University.

LICENSES, TOOLS AND EQUIPMENT:

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

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Bachelor's degree or Master's degree in business, accounting, finance or related business field; Demonstrated knowledge of payroll enterprise systems (including understanding of payroll related principles and transactions); Minimum of seven years' experience working in financial administration in a complex environment; Demonstrated analytical skills; Demonstrated experience in Microsoft Excel; Demonstrated customer service and collaboration skills; Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency in written communication skills; Demonstrated supervisory experience; Demonstrated ability to interpret institutional policies, plans, objectives, rules and regulations and to communicate the interpretation to others; and, Demonstrated ability to work with diverse groups/populations.

PREFERRED: Certified Payroll Professional or Certified Public Accountant; Demonstrated experience with PeopleSoft Financial and Human Resource applications; and, Demonstrated knowledge of taxation issues and reporting responsibilities pertaining to non-US Citizens in a University setting.

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