

Job Code.....100252
Position # PSA (E)
Developed by: SG, PC
Reviewed by: PC
Approved by: LK
Date: 5/01; 4/10; 4/18;
4/19

UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Assistant Manager, Payroll Office
DIVISION: Administration and Finance (Controller)
REPORTS TO: Manager, Accounting
GRADE: 10
SUPERVISES: Fiscal and clerical staff and students

BASIC FUNCTION:

Supervise the daily operations and functions of a 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.

Assist with the processing for exceptions and reconciling items such as, rejected or suspense items and procedures relating to return checks and corrections to previously posted items.

Supervise 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. Supervise 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 nationals. Develop, schedule, and conduct tax compliance workshops for administrators, department heads and nationals.

For non-U.S. citizens, oversee the coordinate with the University's Office of Human Resource Administration to ensure proper completion of I-9 Forms upon employment.

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.

Assist with the processing of State payroll when needed.

OTHER DUTIES AND RESPONSIBILITIES:

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

LICENSES, TOOLS AND EQUIPMENT:

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

ENVIRONMENTAL CONDITIONS:

This position is not subject to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Bachelor's degree; Minimum two years of professional experience in an accounting, human resources or payroll office; Demonstrated experience in payroll and payroll processing; Demonstrated supervisory experience; Demonstrated computer skills (i.e., spreadsheet, database management, query and word processing); Demonstrated mathematical and analytical skills; Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency in written communication skills; Demonstrated ability to work both independently and as a team player; Demonstrated ability to balance multiple priorities; 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: Bachelor's or Master's degree in accounting, finance, business or related field; Demonstrated experience with Foreign Tax Compliance reporting; Demonstrated proficiency in Microsoft Excel; and, Demonstrated experience with PeopleSoft or Oracle ERP systems.

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