



COMMUNITY COLLEGE
OF RHODE ISLAND

Office of Human Resources

POSITION DESCRIPTION

TITLE:	Assistant Controller
LOCATION:	Controller's Office, Initially located at the Warwick Campus
REPORTS TO:	Controller
GRADE:	BOE 16
WORK SCHEDULE:	Calendar Year
DIRECTLY SUPERVISES:	Payroll Staff

BASIC FUNCTION: To be responsible to the Controller for the day-to-day oversight of the following functions as they relate to payroll:

- Planning, organization and supervision of payroll function
- Grant accounting
- Accounting systems and internal control procedures
- Timely financial management reports

DUTIES AND RESPONSIBILITIES:

Under the guidance of the Controller:

- Aid in the preparation of analyses, interpretations, and presentations of payroll financial data for Community College management and the Board of Education
- Manage financial accounting and internal financial control systems of payroll, including; maintaining a strong working knowledge of Elucian Banner financial and payroll systems; implementing changes as necessary; and coordinating departmental and college system needs with appropriate IT staff
- Ensure that the institution is in compliance with federal and state audit guidelines and assist in planning and performing the annual audits and internal audit reviews
- Supervise and evaluate payroll employees to ensure effective completion of their responsibilities in compliance with applicable guidelines
- Work with state agencies as needed to ensure compliance to state policies and procedures
- Responsible for all activities associated with tax reporting to the IRS including preparation of W2's and other federal reporting requirements
- Manage all payroll timekeeping processes and procedures for all employees.
- Implement all activities related to direct deposit for CCRI employees.
- Responsible for maintenance and proper functioning of the leave reporting system.
- Other related duties as assigned.

Knight Campus

400 East Avenue, Warwick, RI 02886-1807 P: 401.825.2311 F: 401.825.2345

QUALIFICATIONS:

Required:

- Bachelor's degree in Accounting or Business Administration
- A minimum of seven years payroll experience in (a) management of a complex accounting system, (b) public accounting, or (c) a combination of (a) and (b) including at least three years supervisory experience
- Working knowledge of a complex ERP system
- Excellent oral and written communications skills
- Strong interpersonal and team building skills
- High level analytical and organizational skills
- Proficiency in MS Office Excel and Word applications

Preferred:

- Master's Degree in Accounting or Business Administration
- Experience at an institution of higher education
- Payroll management experience
- Working knowledge of Banner Finance and Human Resources systems
- Familiarity with the Governmental Accounting Standards Board (GASB) pronouncements

CCRI is an Equal Opportunity / Diversity Employer.

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying the position. Employees will be required to perform any other job-related duties requested by their supervisor