



COMMUNITY COLLEGE  
OF RHODE ISLAND

Division of Institutional Equity and Human Resources

POSITION DESCRIPTION

<b>TITLE</b>	Senior Payroll Manager
<b>POSITION NO.</b>	501003
<b>LOCATION</b>	Warwick Campus
<b>REPORTS TO</b>	Controller
<b>GRADE</b>	CCRIPSSA 14
<b>WORK SCHEDULE</b>	Non-Standard: 35 hours per week, Monday through Friday
<b>SUPERVISES</b>	Payroll Operations, Part-time and Student workers.
<b>REVISION DATE</b>	April 2023

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**JOB SUMMARY:**

The Senior Payroll Manager will oversee and supervise the organization's payroll functions, ensuring pay is processed on time, accurately, and in compliance with government regulations.

**DUTIES AND RESPONSIBILITIES:**

**Commitment to CCRI's Mission**

- Demonstrate a commitment to the philosophy and mission of a comprehensive community college.
- Work collaboratively with others in a diverse and inclusive environment.
- Work collaboratively with others and provide quality customer service in a diverse and inclusive environment.

**Professional Knowledge, Skill, and Technical Mastery**

- Implements, maintains, and reviews payroll processing systems to ensure timely and accurate processing of payroll transactions including salaries, benefits, garnishments, taxes, and other deductions.
- Ensures accurate and timely processing of payroll updates including new hires, terminations, and changes to pay rates.
- Prepares and maintains accurate records and reports of payroll transactions.
- Ensures compliance with federal, state, and local payroll, wage, and hour laws and best practices.
- Facilitates audits by providing records and documentation to auditors.
- Prepares and submits year-end tax reports, issues W-2s, 1042s, and other related payroll forms.

**Managerial Responsibility**

- Identifies and recommends updates to payroll processing software, systems, and procedures.
- 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 Ellucian Banner financial and payroll systems; implementing changes as necessary; and coordinating departmental and college system needs with appropriate IT staff
- Coordinates bi-weekly payroll processing and related activities. Processes Electronic Funds Transfer (EFT) and other bank files, vendor payments, and vendor files. Performs journal entries and reconciles the payroll clearing account.
- Audits, reviews, and processes salary overpayments, employee refunds, wage garnishments, and other payroll adjustments. Calculates and reports non-cash fringe benefits.
- Solves problems concerning payroll processing and responds to payroll inquires.
- Supervise a variety of administrative duties to deliver payroll-related objectives according to established deadlines, policies, procedures, and regulatory/legal requirements.
- Responsible for maintenance and proper functioning of the leave reporting system.
- Prepare payroll reconciliations and adjusting journal entries
- Make tax payments
- Prepare quarterly federal and state tax reports under the supervision of the Controller
- Other related duties as assigned.

**Interactions with Others**

- Train newly hired staff members and maintain training manuals of processes for future reference.
- Develops and provides training to the university community on topics related to payroll.
- Coordinate communication with staff in the State Payroll, State Personnel, College Human Resources, Controllers, Budget 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 community hiring functions.
- Serve as primary liaison regarding payroll matters with the campus community and various State offices regarding operational issues.
- Provide general assistance to employees regarding payroll policies and procedures.

**Visionary Leadership Skills**

- Work as a team member to ensure service to employees.
- Work to maintain fair and clear payroll processes and procedures.
- Establish and maintain the confidentiality required in dealing with payroll-related issues while also ensuring that that service is done with consideration for fellow employees.
- Demonstrate initiative and provide appropriate advice and recommendations as appropriate to ensure the continued improvement of the College in meeting its strategic goals.
- Ensure that employees and managers are adhering to policies and procedures.

**LICENSES, TOOLS, AND EQUIPMENT:**

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

**ENVIRONMENTAL CONDITIONS:**

This position is not substantially exposed to adverse environmental conditions.

**REQUIRED QUALIFICATIONS:**

- Bachelor's in accounting, finance, business administration, labor relations or other business-related field
- Minimum of three years of payroll experience in a payroll or human resources department
- Demonstrated supervisory experience
- Demonstrated computer knowledge and experience (including Windows, Excel and Word)
- Demonstrated knowledge and experience with payroll enterprise systems, including understanding of payroll related principles (FLSA) and transactions
- Strong interpersonal and verbal communication skills
- Proficiency in written communication skills
- Ability to interpret payroll policies, plans, objectives, rules and regulations and to communicate the interpretation to others
- Ability to be a team player
- Ability to work with diverse groups/populations.
- A positive, solution-oriented individual with a willing attitude
- An innovative, resourceful and flexible thinker capable of responding to various organizational needs and client management styles
- A proficient multi-tasker capable of quick analysis and decision-making under pressure

**PREFERRED QUALIFICATIONS:**

- Master's in accounting, finance, business administration, labor relations or other business-related field

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.