



Job Description

Position Title:	Payroll and Benefits Manager
Reports To:	Director of Human Resources
Department:	Finance and Administration
Status:	Full-Time/ Non-exempt
Grade Level:	8
Pay Range:	\$60,000 - \$70,000
Work from Home Eligible:	Yes (40% of time)

Mission:

To improve the quality of life for all Rhode Islanders by advancing solutions to the problem of hunger.

Vision:

We envision a state where no one goes hungry.

Diversity Statement:

The Rhode Island Community Food Bank embodies diversity, serving every part of our state and engaging people from all communities and backgrounds in our work. We are an open and inclusive organization that welcomes, respects, and values all people. Diversity strengthens our organization, so we take responsibility for attracting employees, volunteers, and supporters with diverse identities and life experiences. When we seek out, recognize, and cultivate diversity within our staff, we create an enriched and more inclusive work environment. Ultimately, it is our collective wisdom that enables us to achieve our mission with creativity and compassion.

Nature and Scope of Position:

The Payroll and Benefits Manager is responsible for the accurate and timely processing of payroll and the administration of employee benefit programs. This role plays a critical part in supporting employees throughout the employment life cycle, managing payroll, benefits enrollment, HRIS data integrity, and onboarding processes. The Manager ensures compliance with applicable federal and state regulations and delivers exceptional customer service to staff on payroll and benefits matters.

Reporting to the Director of Human Resources, this position supports daily HR operations with a focus on payroll processing, benefits coordination, and HRIS management through ADP Workforce Now. The incumbent coordinates the annual benefits open enrollment process and provides ongoing assistance to employees regarding benefits. This position also oversees onboarding procedures, including drug testing for drivers,

background checks for new hires, and enrollment of new employees in ADP, Employee Navigator, American Funds, and Reliance Life Insurance

Principle Responsibilities and Essential Functions:

Payroll and HRIS Management (ADP Workforce Now)

- Serve as the subject matter expert for ADP Workforce Now across Payroll, Benefits, and related functional areas.
- Administer biweekly payroll processing, ensuring accurate calculations for bonuses, retroactive pay, garnishment, merit increases, promotions, and other earnings or deductions.
- Oversee timely processing of 401(k), HSA, and FSA contributions.
- Maintain in-depth knowledge of Federal and RI State payroll tax rules and regulations.
- Manage year-end payroll activities, including W-2s, 1095s, and required tax filings.
- Ensure timely and accurate submission of employee timecards and resolve discrepancies in a timely manner.
- Generate and analyze standard and ad hoc reports for payroll, benefits, compliance, and management requests.
- Oversee the secure storage and accuracy of payroll records to meet audit and legal standards.
- Track and report Paid Time Off, overtime, and other key payroll and HR metrics.
- Train HR and Finance teams on ADP system functionality to optimize usage and self-service capabilities.
- Manage data integrations between ADP and third-party benefit vendors to enhance data accuracy and streamline processes.
- Maintain accurate employee data in the HRIS across the full employee life cycle, ensuring data integrity, compliance, and timely updates.
- Partner with the Director of HR to manage system upgrades, troubleshoot issues, and ensure optimal system performance.
- Stay current on system updates and evolving features to continuously improve HRIS and payroll operations.

Benefits Administration

- Administer all employee benefit plans including medical, dental, vision, FSA, HSA, COBRA, life, disability, and 401(k).
- Manage benefits enrollment, changes, and terminations using Employee Navigator, American Funds, and Reliance Life.
- Manage the annual open enrollment process and communicate plan changes to staff.
- Provide year-round support for benefit-related inquiries and claims.
- Ensure compliance with ACA, ERISA, IRS, OSHA, FMCSA, and other applicable regulations.
- Partner with the Director of HR to analyze benefit utilization and recommend improvements or plan changes.
- Oversee all mandated compliance reporting related to benefits.
- Manage employee benefit education, including 401(k) sessions with SRP Advisors and training on available benefit programs.
- Prepare annual 401(k) census, participate in surveys, and ensure timely distribution of required minimum distributions (RMDs).

General HR Administration Support

- Manage monthly staff meetings and liaise with host departments.
- Facilitate onboarding processes, including background checks, drug testing, system enrollment, and paperwork.
- Manage both physical and digital filing systems for HR documentation, ensuring timely, secure, and efficient access to employee records and sensitive information in HRIS, physical files, and benefits systems.
- Coordinate employee communications, benefits training, and wellness initiatives.
- Partner with hiring departments to ensure resources and equipment are ready for new hires.
- Collaborate with the Director of HR and committee chairs to organize staff training, workshops, and employee events (e.g., holiday and summer outings).
- Support the annual Performance Management Program, ensuring all steps are completed by managers and directors.
- Schedule, attend, and take minutes for the Human Resources Committee.
- Perform other duties as assigned.

Qualifications:

- Bachelor's degree and a minimum of 3 years of experience in payroll and benefits administration, or an equivalent combination of education and experience.
- Strong expertise in ADP Workforce Now (or comparable HRIS/payroll system) is required.
- In-depth understanding of payroll processing, payroll taxes, HRIS systems, and benefits administration required.
- Exceptional attention to detail and strong organizational and time management skills.
- Excellent interpersonal and communication abilities, with a focus on customer service.
- Proven ability to handle confidential information with discretion.
- Proficiency in Microsoft Excel, Word, and PowerPoint. Experience with ADP DataCloud or similar reporting tools is preferred.
- Demonstrated initiative and ability to work collaboratively in a team-oriented, diverse environment.
- Commitment to diversity, equity, and inclusion, and alignment with the mission of the Rhode Island Community Food Bank.

The above statements are intended to describe the general nature and level of work performed by employees within this classification. These statements are not intended to be construed as a comprehensive inventory of responsibilities, duties, and skills required of employees assigned to this job.

I have read the above job description, and I understand the job responsibilities that have been set forth.

Employee Signature: _____

Date: _____