### Job Function: Finance  
### Job Family: Payroll - Professional  
### Job Family Summary: Manage payroll operations and services for a school/unit including transaction, processing, and records management.

<table>
<thead>
<tr>
<th>Job Title: Payroll Administrator III</th>
<th>Job Title: Payroll Administrator IV</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Code: F1157P</td>
<td>Job Code: F1158P</td>
</tr>
<tr>
<td>Grade Level: 57</td>
<td>Grade Level: 58</td>
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<tr>
<td>Exemption: Exempt</td>
<td>Exemption: Exempt</td>
</tr>
<tr>
<td>Effective/Revision Date: January 2017</td>
<td>Effective/Revision Date: January 2017</td>
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</tbody>
</table>

#### Job Summary

- Administer payroll services for a school/unit including transaction, processing, and records management.
- Administer payroll operations and services for a school/unit including transaction, processing, and records management.

#### Core Duties

**Core Duties**

- Oversee accurate and timely processing of payroll
- Manage the preparation of payrolls
- Ensure quality customer service to employees and departments
- Review audits and ensure accuracy and data integrity
- Evaluate payroll procedures and systems, recommend improvements
- May provide training to clients and staff
- Ensure financial compliance with University policies and procedures and applicable legal rules and regulations

**Core Duties**

- Manage payroll function for a school/unit
- May function as a subject matter expert and/or project lead
- Continuously review and enhance processes and implement changes
- Ensure quality customer service to employees and departments
- Act as advisor to department managers and staff on payroll policies
- Collaborate on the development of new payroll procedures within school/unit that support University wide policies and initiatives
- Review operational metrics to monitor and improve performance
- Provide staff mentoring and training
- Ensure financial compliance with University policies and procedures and applicable legal rules and regulations
<table>
<thead>
<tr>
<th>Basic Qualifications</th>
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<tbody>
<tr>
<td>• Bachelor's degree or equivalent work experience required</td>
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</tr>
<tr>
<td>• Minimum of 5 years' experience in payroll, finance, accounting or relevant field</td>
<td>• Minimum of 7 years' experience in payroll, finance, accounting or relevant field</td>
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<tr>
<td>• Knowledge of payroll laws</td>
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<td>• Experience with enterprise-wide financial and payroll systems</td>
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<thead>
<tr>
<th>Additional Qualifications and Skills</th>
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<tbody>
<tr>
<td>• Knowledge of Microsoft Office Suite, advanced excel skills</td>
<td>• MBA or Master's degree in relevant field</td>
</tr>
<tr>
<td>• Knowledge of advanced financial principles</td>
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</tr>
<tr>
<td>• Experience with data query tools and data analysis</td>
<td>• Knowledge of advanced financial principles</td>
</tr>
<tr>
<td>• Demonstrated experience with enterprise-wide financial and payroll systems</td>
<td>• Strong customer service orientation; ability to lead, manage and communicate in a complex decentralized organization; ability to work within deadlines; ability to prioritize and manage large volumes of work; project management skills preferred</td>
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<tr>
<td></td>
<td>• Experience with data query tools and data analysis</td>
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<tr>
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<td></td>
<td>• CPP preferred</td>
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<th>Physical Requirements</th>
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## Job Family Matrix

**Job Function:** Finance

**Job Family:** Payroll - Management

**Job Family Summary:** Manage payroll operations and services for a school/unit including transaction, processing, and records management.

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Job Code</th>
<th>Grade Level</th>
<th>Exemption</th>
<th>Effective/Revision Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payroll Mgt III</td>
<td>F1157M</td>
<td>57</td>
<td>Exempt</td>
<td>January 2017</td>
</tr>
<tr>
<td>Payroll Mgt IV</td>
<td>F1158M</td>
<td>58</td>
<td>Exempt</td>
<td>January 2017</td>
</tr>
<tr>
<td>Payroll Mgt V</td>
<td>F1159M</td>
<td>59</td>
<td>Exempt</td>
<td>January 2017</td>
</tr>
</tbody>
</table>

### Core Duties

**Payroll Mgt III**
- Responsible for effective staff management, including hiring and orientation, training and development, workflow and performance management, and the promotion of an inclusive and innovative work environment
- Oversee accurate and timely processing of payroll
- Manage the preparation of payrolls
- Resolve individual and system-wide payroll issues
- Ensure quality customer service to employees and departments
- Review audits and ensure accuracy and data integrity
- Evaluate payroll procedures and systems, recommend improvements
- Ensure financial compliance with University policies and procedures and applicable legal rules and regulations

**Payroll Mgt IV**
- Responsible for effective staff management, including hiring and orientation, training and development, workflow and performance management, and the promotion of an inclusive and innovative work environment
- Manage payroll function for a school/unit
- Continuously review and enhance processes and implement changes
- Ensure quality customer service to employees and departments
- Act as advisor to department managers and staff on payroll policies
- Collaborate on the development of new payroll procedures within school/unit that support University wide policies and initiatives
- Review operational metrics to monitor and improve performance
- Ensure financial compliance with University policies and procedures and applicable legal rules and regulations

**Payroll Mgt V**
- Responsible for effective staff management, including hiring and orientation, training and development, workflow and performance management, and the promotion of an inclusive and innovative work environment
- Develop and manage payroll system(s) including establishing payroll schedules, accurate payroll processing, developing internal controls and accurate recordkeeping
- Develop and implement operational policies, procedures and training for payroll staff
- Collaborate with University-wide finance leadership to continuously improve systems, processes, policies and procedures
- Ensure quality customer service to employees and departments
- Ensure financial compliance with University policies and procedures and applicable legal rules and regulations
# Basic Qualifications

- Bachelor’s degree or equivalent work experience required
- Minimum of 5 years’ experience in payroll, finance, accounting or relevant field
- Knowledge of payroll laws

# Additional Qualifications and Skills

- Knowledge of Microsoft Office Suite, advanced excel skills
- Knowledge of advanced financial principles
- Experience with data query tools and data analysis
- Demonstrated experience with enterprise-wide financial and payroll systems
- Supervisory experience

# Certificates and Licenses

- CPP preferred

# Physical Requirements

- Work is performed in an office setting

# Working Conditions

- Work is performed in an office setting

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# Basic Qualifications

- Bachelor’s degree or equivalent work experience required
- Minimum of 7 years’ experience in payroll, finance, accounting or relevant field
- Knowledge of payroll laws
- Experience with enterprise-wide financial and payroll systems
- Supervisory Experience

# Additional Qualifications and Skills

- MBA or Master’s degree in relevant field
- Knowledge of Microsoft Office Suite, intermediate excel skills
- Knowledge of advanced financial principles
- Strong customer service orientation; ability to lead, manage and communicate in a complex decentralized organization; ability to work within deadlines; ability to prioritize and manage large volumes of work; project management skills preferred
- Experience with data query tools and data analysis

# Certificates and Licenses

- CPP preferred

# Physical Requirements

- Work is performed in an office setting

# Working Conditions

- Work is performed in an office setting

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# Basic Qualifications

- Bachelor's degree or equivalent work experience required
- Minimum of 8 years’ experience in payroll, finance, accounting or relevant field
- Knowledge of payroll laws
- Experience with enterprise-wide financial and payroll systems
- Supervisory Experience

# Additional Qualifications and Skills

- Master’s degree in relevant field
- Knowledge of Microsoft Office Suite, intermediate excel skills
- Knowledge of advanced financial principles
- Strong customer service orientation; ability to lead, manage and communicate in a complex decentralized organization; ability to work within deadlines; ability to prioritize and manage large volumes of work; project management skills
- Experience with data query tools and data analysis

# Certificates and Licenses

- CPP preferred

# Physical Requirements

- Work is performed in an office setting

# Working Conditions

- Work is performed in an office setting