

Job Family Matrix

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.	
Job Title: Payroll Administrator III	Job Title: Payroll Administrator IV
Job Code: F1157P	Job Code: : F1158P
Grade Level: 57 Exemption: Exempt	Grade Level: 58 Exemption: Exempt
Effective/Revision Date: January 2017	Effective/Revision Date: January 2017
Job Summary	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
<ul style="list-style-type: none"> • 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 • May provide training to clients and staff • Ensure financial compliance with University policies and procedures and applicable legal rules and regulations 	<ul style="list-style-type: none"> • 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

Job Family Matrix

Basic Qualifications	Basic Qualifications
<ul style="list-style-type: none"> • Bachelor's degree or equivalent work experience required • Minimum of 5 years' experience in payroll, finance, accounting or relevant field • Knowledge of payroll laws 	<ul style="list-style-type: none"> • 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
Additional Qualifications and Skills	Additional Qualifications and Skills
<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • 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	Certificates and Licenses
	<ul style="list-style-type: none"> • CPP preferred
Physical Requirements	Physical Requirements
Working Conditions	Working Conditions
<ul style="list-style-type: none"> • Work is performed in an office setting 	<ul style="list-style-type: none"> • Work is performed in an office setting

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.			
Job Title: Payroll Mgt III		Job Title: Payroll Mgt IV	
Job Code: F1157M		Job Code: : F1158M	
Grade Level: 57 Exemption: Exempt		Grade Level: 58 Exemption: Exempt	
Effective/Revision Date: January 2017		Effective/Revision Date: January 2017	
Job Summary		Job Summary	
Manage payroll services for a school/unit including transaction, processing, and records management.		Manage payroll operations and services for a school/unit including transaction, processing, and records management.	
Core Duties		Core Duties	
<ul style="list-style-type: none"> 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 		<ul style="list-style-type: none"> 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 	
Core Duties		Core Duties	
<ul style="list-style-type: none"> 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 		<ul style="list-style-type: none"> 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 	

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Additional Qualifications and Skills	Additional Qualifications and Skills	Additional Qualifications and Skills
<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • 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
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