

## **Finance Job Function**

### **Payroll Administrator III**

**Grade:** 57

**Job Code:** F1157P

**Job Family:** Payroll

**Job Family Matrix:** [Payroll \(Finance\) Matrix](#)

#### **Summary**

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

#### **Core Duties**

- 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

#### **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

#### **Certificates and Licenses**

#### **Physical Requirements**

#### **Working Conditions**

- Work is performed in an office setting