Finance Job Function

Payroll Administrator IV
Grade: 58
Job Code: F1158P
Job Family: Payroll
Job Family Matrix: Payroll (Finance) Matrix

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

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

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

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

Working Conditions
- Work is performed in an office setting