

Finance Job Function

Payroll Mgt III

Grade: 57

Job Code: F1157M

Job Family: Payroll

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

Summary

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

Core Duties

- 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

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

Physical Requirements

Working Conditions

- Work is performed in an office setting