

Finance Job Function

Payroll Mgt V

Grade: 59

Job Code: F1159M

Job Family: Payroll

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

Summary

Responsible for the overall direction and oversight of payroll. Manage staff, ensure accurate payroll processing and controls, and maintain a high level of customer service.

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
- 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 8 years' experience in payroll, finance, accounting or relevant field
- Knowledge of payroll laws
- Experience with enterprise-wide financial and payroll system
- 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

Certificates and Licenses

- CPP preferred

Physical Requirements

Working Conditions

- Work is performed in an office setting