

# Job Family Matrix

<b>Job Function:</b> Finance	<b>Job Family:</b> Payroll - Professional
<b>Job Family Summary:</b> Manage payroll operations and services for a school/unit including transaction, processing, and records management.	
<b>Job Title:</b> Payroll Administrator III	<b>Job Title:</b> Payroll Administrator IV
<b>Job Code:</b> F1157P	<b>Job Code:</b> : F1158P
<b>Grade Level:</b> 57 <b>Exemption:</b> Exempt	<b>Grade Level:</b> 58 <b>Exemption:</b> Exempt
<b>Effective/Revision Date:</b> January 2017	<b>Effective/Revision Date:</b> January 2017
<b>Job Summary</b>	<b>Job Summary</b>
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.
<b>Core Duties</b>	<b>Core Duties</b>
<ul style="list-style-type: none"> <li>• Oversee accurate and timely processing of payroll</li> <li>• Manage the preparation of payrolls</li> <li>• Resolve individual and system-wide payroll issues</li> <li>• Ensure quality customer service to employees and departments</li> <li>• Review audits and ensure accuracy and data integrity</li> <li>• Evaluate payroll procedures and systems, recommend improvements</li> <li>• May provide training to clients and staff</li> <li>• Ensure financial compliance with University policies and procedures and applicable legal rules and regulations</li> </ul>	<ul style="list-style-type: none"> <li>• Manage payroll function for a school/unit</li> <li>• May function as a subject matter expert and/or project lead</li> <li>• Continuously review and enhance processes and implement changes</li> <li>• Ensure quality customer service to employees and departments</li> <li>• Act as advisor to department managers and staff on payroll policies</li> <li>• Collaborate on the development of new payroll procedures within school/unit that support University wide policies and initiatives</li> <li>• Review operational metrics to monitor and improve performance</li> <li>• Provide staff mentoring and training</li> <li>• Ensure financial compliance with University policies and procedures and applicable legal rules and regulations</li> </ul>

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Basic Qualifications	Basic Qualifications
<ul style="list-style-type: none"> <li>• Bachelor's degree or equivalent work experience required</li> <li>• Minimum of 5 years' experience in payroll, finance, accounting or relevant field</li> <li>• Knowledge of payroll laws</li> </ul>	<ul style="list-style-type: none"> <li>• Bachelor's degree or equivalent work experience required</li> <li>• Minimum of 7 years' experience in payroll, finance, accounting or relevant field</li> <li>• Knowledge of payroll laws</li> <li>• Experience with enterprise-wide financial and payroll systems</li> </ul>
Additional Qualifications and Skills	Additional Qualifications and Skills
<ul style="list-style-type: none"> <li>• Knowledge of Microsoft Office Suite, advanced excel skills</li> <li>• Knowledge of advanced financial principles</li> <li>• Experience with data query tools and data analysis</li> <li>• Demonstrated experience with enterprise-wide financial and payroll systems</li> </ul>	<ul style="list-style-type: none"> <li>• MBA or Master's degree in relevant field</li> <li>• Knowledge of Microsoft Office Suite, intermediate excel skills</li> <li>• Knowledge of advanced financial principles</li> <li>• 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</li> <li>• Experience with data query tools and data analysis</li> </ul>
Certificates and Licenses	Certificates and Licenses
	<ul style="list-style-type: none"> <li>• CPP preferred</li> </ul>
Physical Requirements	Physical Requirements
Working Conditions	Working Conditions
<ul style="list-style-type: none"> <li>• Work is performed in an office setting</li> </ul>	<ul style="list-style-type: none"> <li>• Work is performed in an office setting</li> </ul>

# Job Family Matrix

<b>Job Function:</b> Finance		<b>Job Family:</b> Payroll - Management	
<b>Job Family Summary:</b> Manage payroll operations and services for a school/unit including transaction, processing, and records management.			
<b>Job Title:</b> Payroll Mgt III		<b>Job Title:</b> Payroll Mgt IV	
<b>Job Code:</b> F1157M		<b>Job Code:</b> : F1158M	
<b>Grade Level:</b> 57 <b>Exemption:</b> Exempt		<b>Grade Level:</b> 58 <b>Exemption:</b> Exempt	
<b>Effective/Revision Date:</b> January 2017		<b>Effective/Revision Date:</b> January 2017	
<b>Job Summary</b>		<b>Job Summary</b>	
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.	
<b>Core Duties</b>		<b>Core Duties</b>	
<ul style="list-style-type: none"> <li>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</li> <li>Oversee accurate and timely processing of payroll</li> <li>Manage the preparation of payrolls</li> <li>Resolve individual and system-wide payroll issues</li> <li>Ensure quality customer service to employees and departments</li> <li>Review audits and ensure accuracy and data integrity</li> <li>Evaluate payroll procedures and systems, recommend improvements</li> <li>Ensure financial compliance with University policies and procedures and applicable legal rules and regulations</li> </ul>		<ul style="list-style-type: none"> <li>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</li> <li>Manage payroll function for a school/unit</li> <li>Continuously review and enhance processes and implement changes</li> <li>Ensure quality customer service to employees and departments</li> <li>Act as advisor to department managers and staff on payroll policies</li> <li>Collaborate on the development of new payroll procedures within school/unit that support University wide policies and initiatives</li> <li>Review operational metrics to monitor and improve performance</li> <li>Ensure financial compliance with University policies and procedures and applicable legal rules and regulations</li> </ul>	
<b>Core Duties</b>		<b>Core Duties</b>	
<ul style="list-style-type: none"> <li>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</li> <li>Develop and manage payroll system(s) including establishing payroll schedules, accurate payroll processing, developing internal controls and accurate recordkeeping</li> <li>Develop and implement operational policies, procedures and training for payroll staff</li> <li>Collaborate with University-wide finance leadership to continuously improve systems, processes, policies and procedures</li> <li>Ensure quality customer service to employees and departments</li> <li>Ensure financial compliance with University policies and procedures and applicable legal rules and regulations</li> </ul>		<ul style="list-style-type: none"> <li>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</li> <li>Develop and manage payroll system(s) including establishing payroll schedules, accurate payroll processing, developing internal controls and accurate recordkeeping</li> <li>Develop and implement operational policies, procedures and training for payroll staff</li> <li>Collaborate with University-wide finance leadership to continuously improve systems, processes, policies and procedures</li> <li>Ensure quality customer service to employees and departments</li> <li>Ensure financial compliance with University policies and procedures and applicable legal rules and regulations</li> </ul>	

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<ul style="list-style-type: none"> <li>• Bachelor's degree or equivalent work experience required</li> <li>• Minimum of 5 years' experience in payroll, finance, accounting or relevant field</li> <li>• Knowledge of payroll laws</li> </ul>	<ul style="list-style-type: none"> <li>• Bachelor's degree or equivalent work experience required</li> <li>• Minimum of 7 years' experience in payroll, finance, accounting or relevant field</li> <li>• Knowledge of payroll laws</li> <li>• Experience with enterprise-wide financial and payroll systems</li> <li>• Supervisory Experience</li> </ul>	<ul style="list-style-type: none"> <li>• Bachelor's degree or equivalent work experience required</li> <li>• Minimum of 8 years' experience in payroll, finance, accounting or relevant field</li> <li>• Knowledge of payroll laws</li> <li>• Experience with enterprise-wide financial and payroll system</li> <li>• Supervisory Experience</li> </ul>
Additional Qualifications and Skills	Additional Qualifications and Skills	Additional Qualifications and Skills
<ul style="list-style-type: none"> <li>• Knowledge of Microsoft Office Suite, advanced excel skills</li> <li>• Knowledge of advanced financial principles</li> <li>• Experience with data query tools and data analysis</li> <li>• Demonstrated experience with enterprise-wide financial and payroll systems</li> <li>• Supervisory experience</li> </ul>	<ul style="list-style-type: none"> <li>• MBA or Master's degree in relevant field</li> <li>• Knowledge of Microsoft Office Suite, intermediate excel skills</li> <li>• Knowledge of advanced financial principles</li> <li>• 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</li> <li>• Experience with data query tools and data analysis</li> </ul>	<ul style="list-style-type: none"> <li>• Master's degree in relevant field</li> <li>• Knowledge of Microsoft Office Suite, intermediate excel skills</li> <li>• Knowledge of advanced financial principles</li> <li>• 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</li> </ul>
Certificates and Licenses	Certificates and Licenses	Certificates and Licenses
	<ul style="list-style-type: none"> <li>• CPP preferred</li> </ul>	<ul style="list-style-type: none"> <li>• CPP preferred</li> </ul>
Physical Requirements	Physical Requirements	Physical Requirements
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