## Job Family Matrix

<table>
<thead>
<tr>
<th>Job Function: Finance</th>
<th>Job Family: Payroll - Professional</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Job Family Summary:</strong></td>
<td>Manage payroll operations and services for a school/unit including transaction, processing, and records management.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Job Title: Payroll Administrator III</th>
<th>Job Title: Payroll Administrator IV</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Code: F1157P</td>
<td>Job Code: F1158P</td>
</tr>
<tr>
<td>Grade Level: 57</td>
<td>Grade Level: 58</td>
</tr>
<tr>
<td>Exemption: Exempt</td>
<td>Exemption: Exempt</td>
</tr>
<tr>
<td>Effective/Revision Date: January 2017</td>
<td>Effective/Revision Date: January 2017</td>
</tr>
</tbody>
</table>

### Job Summary

- 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.

### Core Duties

<table>
<thead>
<tr>
<th>Core Duties</th>
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</tr>
</thead>
<tbody>
<tr>
<td>- Oversee accurate and timely processing of payroll</td>
<td>- Manage payroll function for a school/unit</td>
</tr>
<tr>
<td>- Manage the preparation of payrolls</td>
<td>- May function as a subject matter expert and/or project lead</td>
</tr>
<tr>
<td>- Resolve individual and system-wide payroll issues</td>
<td>- Continuously review and enhance processes and implement changes</td>
</tr>
<tr>
<td>- Ensure quality customer service to employees and departments</td>
<td>- Ensure quality customer service to employees and departments</td>
</tr>
<tr>
<td>- Review audits and ensure accuracy and data integrity</td>
<td>- Act as advisor to department managers and staff on payroll policies</td>
</tr>
<tr>
<td>- Evaluate payroll procedures and systems, recommend improvements</td>
<td>- Collaborate on the development of new payroll procedures within school/unit that support University wide policies and initiatives</td>
</tr>
<tr>
<td>- May provide training to clients and staff</td>
<td>- Review operational metrics to monitor and improve performance</td>
</tr>
<tr>
<td>- Ensure financial compliance with University policies and procedures and applicable legal rules and regulations</td>
<td>- Provide staff mentoring and training</td>
</tr>
<tr>
<td></td>
<td>- Ensure financial compliance with University policies and procedures and applicable legal rules and regulations</td>
</tr>
</tbody>
</table>
## 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
- 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

- 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
- 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

- Work is performed in an office setting

## Working Conditions

- Work is performed in an office setting
# Job Family Matrix

## Job Function: Finance

### Job Family: Payroll - Management

**Job Family Summary:** Manage payroll operations and services for a school/unit including transaction, processing, and records management.

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Job Code</th>
<th>Grade Level</th>
<th>Exemption</th>
<th>Effective/Revision Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payroll Mgt III</td>
<td>F1157M</td>
<td>57</td>
<td>Exempt</td>
<td>January 2017</td>
</tr>
<tr>
<td>Payroll Mgt IV</td>
<td>F1158M</td>
<td>58</td>
<td>Exempt</td>
<td>January 2017</td>
</tr>
<tr>
<td>Payroll Mgt V</td>
<td>F1159M</td>
<td>59</td>
<td>Exempt</td>
<td>January 2017</td>
</tr>
</tbody>
</table>

**Job 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

**Job Summary:**
- Manage payroll operations and 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
- Manage payroll function for a school/unit
- 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
- Ensure financial compliance with University policies and procedures and applicable legal rules and regulations

**Job 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 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
- CPP preferred

### Physical Requirements
- Work is performed in an office setting

### Working Conditions
- Work is performed in an office setting

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### 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
- Supervisory Experience

### 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
- Work is performed in an office setting

### Working Conditions
- Work is performed in an office setting

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### 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
- Experience with data query tools and data analysis

### Certificates and Licenses
- CPP preferred

### Physical Requirements
- Work is performed in an office setting

### Working Conditions
- Work is performed in an office setting