

Job Family Matrix

Job Function: Finance	Job Family: Payroll - Mgt
Job Family Summary: Manage payroll operations and services for a school/unit including transaction, processing, and records management	
Job Title: Payroll Mgt VI	
Job Code: F1160M	
Grade Level: 60	Exemption: Exempt
Effective/Revision Date: August 2024	
Job Summary	
Lead the strategic direction of the Payroll Department: direct all aspects of payroll processing operations, establish and direct procedures for processing, reporting, and internal financial requirements, create suitable short-term and long-term strategies for the continuous improvement of payroll systems, processing, and delivery operations, develop implementation plans for required changes in payroll laws and regulations, lead, train, and mentor a department and maintain a high level of customer service.	
Typical 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 - Direct the development of multiple payroll operations and provide oversight to ensure accuracy - Determine the strategic direction of the department; establish goals and implement initiatives - Collaborate with University-wide finance leadership to continuously improve systems, process, policies, and procedures - Manage ongoing relationships with internal and external constituents; ensure quality customer service to employees and departments - Ensure compliance with University Human Resources policies, procedures, and requirements and applicable legal regulations	

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Basic Qualifications
- Bachelor’s degree or equivalent work experience required - Minimum of 10 years’ experience in payroll, finance, accounting or relevant field - Supervisory experience
Additional Qualifications and Skills
- Master’s degree in relevant field - Knowledge of payroll laws - Experience with enterprise-wide financial and payroll systems - Knowledge of advanced financial principles - Knowledge of Microsoft Office Suite, intermediate excel skills - 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