



ISSUED: 07/04

SALARY CLASS

TITLE: Senior Payroll Specialist SCHEDULE: SA CODE: \_\_\_\_\_

SALARY EEO

UNION: Staff Association – Local 2071, U.A.W. GRADE: 11 CODE: \_\_\_\_\_

JOB

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FLSA: Non-exempt CODE: \_\_\_\_\_

**Position Purpose**

Perform a variety of complex and advanced bookkeeping routines in processing payroll actions and provide assistance to management to develop and implement new payroll processes. Serve as a resource to department and University personnel responding to operational inquiries and resolving payroll processing problems that require specialized knowledge and proficiency in the interpretation and application of technical procedures.

**Essential Job Functions**

- Serve as a resource concerning interpretation and application of technical Payroll procedures, established University policies and related contractual agreements. Monitor internal production processes, provide guidance on standard routine actions and resolve limited operational problems. Participate in selected project initiatives, which require specialized knowledge and analytical skills.
- Analyze, review and process salary change actions, i.e., reclassifications, promotions, renewals, etc. for conformance to University pay policies and procedures. Review multiple Banner screens and input information to ensure proper and timely payment; calculate salaries for fractional and part-time staff; compute daily pay rates.
- Review, void and record payroll checks and special feeds; investigate and resolve payroll accounting problems. Reverse all actions that produced the canceled check; manually reverse net pay if overpayment occurred; issue document numbers and provide detailed comment. Recall direct deposit paychecks; complete special form and submit to bank; maintain spreadsheet for reconciliation.
- Calculate retroactive salary payments; report on and correct overpayment or underpayment of wages to employees. Review mass salary system generated retroactive calculations; make correction and notify of system problems.
- Respond to and resolve various payroll questions and problems. Research delays in paying employees and discrepancies in payments; provide University staff information about policies, procedures, deductions and payroll status. Check and correct some errors for final processing of payroll.
- Perform related work as assigned.

## **Additional Comments**

This senior classification level reviews and processes a variety of payroll actions requiring independence of action and the application of analytical skills in order to ensure timely and accurate payment of employee wages. This level necessitates specialized knowledge and proficiency in the interpretation and application of technical procedures. Incumbents possess the depth and breadth of department operations and services in order to provide problem resolution, develop new applications, participate in special projects and serve as a resource to management team. Incumbents must exercise attention to detail, analytical skills, work under fixed deadlines and possess the ability to communicate effectively on complicated payroll issues. This classification is found in the Payroll Department in the Division of Fiscal Operations. This classification reports to and receives work direction from a management level position.

## **Minimum Qualifications**

- High school graduate or an equivalent combination of education and/or experience. Advanced vocational training preferred.
- Ability to make a variety of mathematical computations.
- Considerable bookkeeping experience.
- Ability to operate the most advanced office equipment, including software necessary for complex spreadsheet design. Demonstrated proficiency in Excel.
- Considerable knowledge of and experience with Payroll operations and services.
- Considerable experience with Human Resource System (HRS) and Financial Accounting System (FAS).
- Ability to detect errors and discrepancies with speed and accuracy.
- Excellent analytic and problem solving skills.
- Ability to work within established deadline and in pressure situations.
- Strong organizational skills and attention to detail.
- Prior data entry experience preferred.
- Typically, incumbents have held Payroll Specialist positions.

THIS DESCRIPTION IS INTENDED TO INDICATE THE KINDS OF TASKS AND LEVELS OF WORK DIFFICULTY THAT WILL BE REQUIRED OF POSITIONS THAT WILL BE GIVEN THIS TITLE AND SHALL NOT BE CONSTRUED AS DECLARING WHAT THE SPECIFIC DUTIES AND RESPONSIBILITIES OF ANY PARTICULAR POSITION SHALL BE. IT IS NOT INTENDED TO LIMIT OR IN ANY WAY MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT AND CONTROL THE WORK OF EMPLOYEES UNDER THEIR SUPERVISION. THE USE OF A PARTICULAR EXPRESSION OR ILLUSTRATION DESCRIBING DUTIES SHALL NOT BE HELD TO EXCLUDE OTHER DUTIES NOT MENTIONED THAT ARE OF SIMILAR KIND OR LEVEL OF DIFFICULTY.



