

Shared Service Center Specialist

Job Code: 6917

Salary Grade: S07

FLSA Status: Non-Exempt

The following statements are designed to outline the general functions and typical responsibility levels associated with positions in this classification. They are not intended to serve as an exhaustive list of specific duties or requirements for individual positions assigned to this classification.

Duties and Responsibilities

Responsible for daily financial or payroll support within the Shared Services Center. Financial support, to include but not limited to payment processing, tracking payments, maintaining financial documentation, reconciling accounts, and processing and assisting with travel claims. Payroll support includes personnel transactions, providing assistance to employees using the time system, running queries to ensure budget is available for payroll, assisting with new hire paperwork, and onboarding new employees.

- Processes reimbursements from OU Foundation funds.
- Creates financial reports upon request.
- Reconciles accounts and funds.
- Processes transfers/budget revisions.
- Processes payments in Crimson Corner.
- Inputs financial data into databases.
- Enters electronic personnel action forms (ePAFs) and funding changes.
- Processes appointment request forms.
- Submits payroll related cost transfers. Submits Preauthorizations and supporting documentation and manages Taleo job listings.
- Provides payroll reports on request.
- Reviews payroll extract/actual reports by deadlines, maintaining payroll worksheet by department,
- Performs various duties as needed to successfully fulfill the function of the position.

Minimum Qualifications

Education:

Required: High School Diploma or GED.

Experience:

Required: 18 months of experience in accounting/bookkeeping or related field.

Certifications or Licenses:

- None

Verification of education and licensure (if applicable) will be required if selected for hire.

Knowledge, Skills, and Abilities

- Working knowledge of financial or accounting to include analysis, auditing, and budgeting
- Ability to understand a chart of accounts and code entries to proper account
- Detail oriented for accuracy of data and information
- Highly organized and ability to handle multiple projects and deadlines
- Ability to communicate well and build rapport with students, faculty and staff

Working Conditions

Physical:

Communicate effectively. Engage in repetitive motion. Use of computer and calculator.

Environmental:

Standard office environment.

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