

Payroll Specialist

Job Code: 7550

Salary Grade: S08

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

Performs a variety of payroll tasks related to the University Payroll processes.

- Responsible for payroll processing for 7000+ employees
- Responsible for cost transfers and payment review/approval
- Responsible for management of the timekeeping system
- Works with payroll coordinators and answers payroll and timekeeping questions.
- Manage/prepare retirement statements for withholding accounts to relative retirement accounts.
- Prepares payroll liability journals.
- Assist with payroll tax withholding and 941, w2, 1042, 1099 payroll reporting.
- Assist in all system testing
- Assist employees via email and/or phone with any payroll-related questions
- Reviews garnishment entry for accuracy.
- Performs various duties as needed to successfully fulfill the function of the position.

Minimum Qualifications

Education:

Required: Bachelor's degree.

Equivalency/Substitution: Will accept 48 months of related experience in lieu of the Bachelor's degree.

Experience:

Required: None.

Certifications or Licenses:

- None

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

Knowledge, Skills, and Abilities

- Knowledge of Accounting principles, practices, methods, and terminology
- Advanced computer skills in MS Office, accounting software and databases
- Ability to choose the right mathematical method or formula to solve a problem
- Excellent attention to detail
- Ability to set priorities and meet deadlines
- Excellent organizational, problem-solving, analysis, and communication skills

Working Conditions

Physical:

Sitting for prolonged periods. Engage in repetitive motion. Manual dexterity. Able to communicate effectively.

Environmental:

Standard office environment.

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