

MASTER SPECIFICATION

JOB INFORMATION

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| Date: | 1/17/2018 6:11:26 PM |
| Official Title: | Payroll Representative Senior Master |
| System Affiliation: | |
| Employee Category: | |
| Pay Grade: | Pay Grade 4 |
| Scheduled Hours | |
| Job Code: | 553197 |
| Job Family: | Finance & Accounting |

JOB SUMMARY

The Payroll Representative Senior maintains and processes employee payroll, records, and reports for accounting of salary/wages due, accruals, deductions and other payroll functions.

NATURE OF WORK

The Payroll Representative Senior is a professional level position responsible for preparing employees payroll and related reports. Additional responsibilities include supervising and directing the work of lower-level Accounting Clerks and Assistants. Job responsibilities require knowledge of payroll principles, practices, regulations and procedures as well as basic accounting practices and procedures. Work is performed under limited supervision, working from established policies, objectives, and standards. following a defined standard output or set of procedures. Problems faced in this position are may address non-routine questions and situations, requiring analysis or interpretation of the situation. Unusual cases or questionable matters are referred to next level of supervision. Decisions may affect a work unit or area within a department; may contribute to business and operational decisions that affect the department.

Distinguishing Characteristics

Examples of Duties

Essential Functions

Reviews, analyzes and verifies payroll reports and documents for accuracy; makes necessary adjustments or corrections through journal entries or other established procedures.

Acts as liaison with staff, faculty, administrators and students in answering questions, providing alternatives, and facilitating decision-making.

Responds to employee inquiries in timely manner regarding payroll, benefits information, trouble-shoots in an attempt to resolve employee payroll, and benefits concerns.

Reconciles contributions to various benefit plans and ensures payments are sent in a timely manner to vendors and providers. Provides W-2's and general tax information to employees.

Calculates and processes overtime payments and maintains employee leave balances; calculates retro pay when applicable..

Prepares and submits required reports such as workers' compensation, taxes, social security, and unemployment.

Supervises and coordinates the work activities of lower-level Accounting Clerks and Assistants.

Adjusts timecard entries as necessary.

Manages manual entries with benefits website for all vendors in the group plan.

Processes enrollment emails and tracks enrollments of new hires and rehires.

Performs other job related duties as assigned.

Performs other functions as required or assigned. Also complies with all Policies and Standards.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education

| <i>Education Level</i> | <i>Field of Study</i> | <i>Req</i> | <i>Pref</i> | <i>And/Or</i> |
|--|--|------------|-------------|---------------|
| Associate's degree, or vocational or technical school degree | Financial Administration or Business | X | | And |
| Bachelor's degree | Finance, Accounting, Business Administration, or other related field | | X | |

Additional Experience

[Check here if experience may substitute for some of the above education and describe how.](#)

X

Work Experience

| <i>Experience</i> | <i>Experience Details</i> | <i>Req</i> | <i>Pref</i> |
|-------------------|--------------------------------------|------------|-------------|
| 3 year + | Work experience in payroll functions | X | |