

THE UNIVERSITY OF WYOMING JOB DESCRIPTION

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#).

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Title: PAYROLL SPECIALIST, SENIOR

Reports To: Designated Supervisor

UW Job Code: 4509

UW Job Family: 41 – Secretarial/Clerical Support

SOC Code: 43-3051

FLSA: Exempt

Pay Grade: 20

Date: 8-13-21

JOB PURPOSE:

Under limited supervision, assist all departments regarding all aspects of salary costing; load and process all expenditure corrections. Process and schedule all Temporary Lecturers, and assist with monthly payroll processing as needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Primary resource for departments regarding all costing questions and issues.
- Load and process all salary expenditure corrections; be cognizant of monthly and fiscal deadlines that may impact costing corrections.
- Interpret and process all transactions related to Temporary Lecturers.
- Interpret and explain payroll operations to departments as needed.
- Interpret and communicate state, federal, and university policies regarding payroll records.

SUPPLEMENTAL FUNCTIONS:

- Assist with the balancing of salary, deductions, and costing for monthly payrolls.
- Assist the Senior Manager as needed.

COMPETENCIES:

- Integrity
- Work Prioritization & Management
- Independence
- Judgment
- Quantity of Work
- Initiative
- Quality Orientation

- Consistency
- Analysis/Problem Identification

MINIMUM QUALIFICATIONS:

Education: **Bachelor's degree in Business Administration, Accounting, or a related field**

Experience: **2 years work-related experience**

Required licensure, certification, registration or other requirements: **None**

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Purposes, principles, terminology, and practices employed in payroll administration.
- Local and state law, procedures, and policies as they relate to the mission of the department.
- University of Wyoming payroll policies and procedures.
- Basic and routine computerized payroll software.
- Principles and techniques involved in payroll preparation, monitoring and control.
- Accounting policies and procedures.
- Payroll aspects of employee benefits policies, procedures, and reporting requirements.
- Professional principles, practices, and procedures for the assigned area.
- Basic and routine customer service standards and procedures.

Skills and Abilities to:

- Interpret applicable University, state and federal policies, procedures, regulations, and guidelines.
- Perform basic, routine, and advanced mathematical calculations.
- Perform basic and routine records maintenance.
- Create, compose, and edit basic, routine, and complex written materials.
- Communicate effectively both orally and in writing with a wide range of individuals and constituencies.
- Use personal computers and related software applications.
- Organize resources and establish priorities.
- Foster a cooperative work environment.
- Resolve customer complaints and concerns.
- Work with exceptions to policies that complicate work of designated unit.
- Maintain confidential or highly sensitive information.
- Analyze and interpret strategic issues for the unit within the broader payroll context and provide integrated solutions.
- Provide consultation to customers concerning payroll issues and assigned unit's area of responsibilities or provide referrals to other departments or units.
- Work on special projects using project scheduling and time management.
- Utilize automated payroll and/or human resources information systems.
- Identify, analyze, and resolve complex, multifaceted payroll problems and developmental issues.

- Verify data input and correct errors.

WORKING CONDITIONS:

No major sources of discomfort, standard office environment; regular exposure to video terminal displays.

Authorized by Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.