

Payroll Services Supervisor

Function of Job

Under broad supervision from designated administrator(s) and with a focus on maintaining and processing payroll records and reports for accounting of salary/wages and other payroll/personnel functions, initiate, and exercise independent judgment that reflects understanding of relevant payroll and HR policies, procedures and guidelines, and serve as a resource to campus faculty, staff and student workers.

Characteristic Duties and Responsibilities:

1. Review, analyze and check payroll entries and reports for accuracy and make necessary adjustments or corrections through established procedures (i.e., initiate transactions to process new hires, terminations, resolve payroll edit errors, etc.).
2. Complete appropriate documentation to adjust wage/salary account funds or to correct or balance a special situation.
3. Research, analyze and resolve difficult or technical problems or questions presented by staff, faculty, and student workers, which may involve internal (USNH Payroll & HR) and outside agency contacts (such as the INS).
4. Recommend or participate in the development of new procedures and policies related to payroll operations utilizing knowledge of USNH, campus policies and state and federal regulations.
5. Act as liaison with staff, faculty, administrators and students in answering questions, providing options and facilitating payroll processes.
6. Coordinate and supervise activities of staff and/or student workers.
7. Prepare correspondence of a technical nature pertaining to payroll issues.
8. Maintain necessary files/records, with responsibility for payroll, personnel and/or assisting with budget preparation.
9. Compile payroll/HR data, make recommendations and prepare related reports for administrator's review.
10. Maintain confidentiality in communicating sensitive information and in handling confidential materials.
11. Perform related other duties as assigned.

Minimum Acceptable Qualifications:

1. Associate's degree and four years of related experience, which includes two or more years of payroll/accounting experience, or combination of related higher education and experience equal to six years.
2. Keyboarding and computer application skills such as spreadsheets, word processing, e-mail, browser software, data entry/retrieval/management and knowledge of software applications, etc. as required by department.
3. Organizational and customer services skills.
4. Skill in evaluating, analyzing, interpreting, and applying procedures/regulations from USNH policy and federal agencies.
5. Skill in preparing detailed reports and detailed computations.
6. Effective communication skills, both oral and verbal, with ability to establish and maintain effective working relationships with faculty, staff, students, and the general public.

Additional Desirable Qualifications:

1. Knowledge of statistics, state/federal legislative guidelines and computerized accounting and HR Systems.
2. Experience in college or university business or HR Office.
3. Supervisory experience.

3/8/00
System Approval

11/1/99
Effective Date

This document is a generic classification specification of the University System of New Hampshire. Its purpose is to describe the representative responsibilities and general level of complexity, and it is not a substitute for the specific job description of the individual position.

