

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: ASSISTANT MANAGER, PAYROLL

Reports To: Designated Supervisor

UW Job Code: 3028

UW Job Family: 32 – Administrative Support

SOC Code: 13-2099

FLSA: Exempt

Pay Grade: 23

Date: 10-24-01 (revised 7-1-02; 5-12-03; 7-1-04; 7-1-08; 9-1-21)

JOB PURPOSE:

Process biweekly payrolls, load and balance insurance benefits, and process assorted benefits life events, load, and balance voluntary deduction files. Assist in the management of the operational, personnel and financial activities of the Payroll Office.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Supervise front-line staff positions and provide leadership and guidance with respect to biweekly payroll and processing.
- Coordinate activities of personnel to meet payroll deadlines and reporting requirements; implement and monitor practices and procedures to comply with internal control procedures.
- Manage the daily operations and business processes for salary payments related to biweekly employees. Investigate and resolve payroll problems or system errors.
- Load and balance insurance benefits; work with Payroll Manager and EGI to identify and resolve errors.
- Load and balance voluntary deduction files received from internal UW departments.
- Interpret Trustee regulations, University regulations, federal and state laws regarding payroll issues.
- Run reports and queries and interpret output to identify errors and initiate corrective action.
- Assist the Payroll Manager in the operational, personnel and financial activities of university payroll operations and functions.
- Serve as a resource to individuals and departments; assist with identification and resolution of payroll problems.

SUPPLEMENTAL FUNCTIONS:

- Develop procedures and mechanisms for exceptions to standard policies and procedures.
- Establish and maintain effective relationships with university departments.

- Assist with developing and maintaining department help documents.

COMPETENCIES:

- Attention to Detail
- Collaboration
- Innovation
- Quality Orientation
- Integrity
- Quantity of Work
- Consistency

MINIMUM QUALIFICATIONS:

Education: **Bachelor's degree**

Experience: **3 years work-related experience**

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

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Payroll accounting theory, practices and procedures.
- Payroll accounting computer and database systems.
- Trustee Regulations, University Regulations, and applicable federal and state laws and regulations.
- Problem resolution methods and decision-making processes.
- Payroll and accounting reporting and auditing practices.
- Tax regulations and ethical business practices.
- Supervisory methods, concepts and techniques.
- Training and communication methods, practices and procedures.

Skills and Abilities to:

- Communicate effectively both orally and in writing with a wide range of individuals and constituencies.
- Assist in making decisions on payroll issues and exceptions to policies and procedures.
- Provide liaison services and act as a payroll information resource interpreting policies and procedures.
- Assist in resolving payroll issues and payroll computing system problems and system enhancements.
- Use basic, routine, and advanced levels of math calculations.
- Use time management to meet demanding payroll deadlines.
- Explain payroll services and procedures to customers.
- Develop payroll reports.
- Clarify tax regulations.

- Work with auditors, outside agencies, organizations, and other payroll customers.
- Instruct others on payroll procedures.
- Maintain confidential or highly sensitive information.
- Provide consultation to customers concerning payroll issues and assigned unit's area of responsibilities, or provide referrals to other departments or units.
- Assist with hiring, supervising, and evaluating support staff.
- Work as a team member and foster a cooperative work environment.

WORKING CONDITIONS:

No major sources of discomfort, standard office environment.

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.