

Sam Houston State University Human Resources

Staff Classification Description – Payroll Analyst

Skill Category: Executive/Administrative
Position (Employee) Class: 4N099 (N1)
Grade: 13
Date: 11/2014

Department: Finance & Operations

Educational & Experience Requirement: Bachelor degree in Business Administration, General Business, Accounting, MIS or related field. Two years experience in payroll analysis, preparation and administration or experience in a related field. Specialized courses in website maintenance preferred. A combination of education, experience, and training that would produce the required knowledge and abilities could be considered.

Nature & Purpose of Position: Provides advanced assistance to an administrative officer of the University in the preparation and production of payroll and related activities. Performs responsible professional accounting work following standardized applications of established accounting practices and supports the public relations efforts (including online media) of the Controller's group.

Supervision Given & Received: Works under minimum supervision and may supervise other staff and student employees as assigned.

Primary Responsibilities: Performs accounting, auditing and reporting duties. Maintains and posts manual epafs and calculates and prepares labor redistributions. Audits specialty payments, monitors prior leave related adjustments, and maintains longevity/hazardous duty system triggers and payment corrections. Maintains security access to Human Resources/Payroll system. Facilitates Controller's Group web presence for the Controller's Office, Bursar's Office, Disbursements/Travel Office, and Payroll Office. Moderates Human Resources/Payroll listserv, investigates tuition waiver requests, and assists with international employee documentation. Creates Payroll Office specific documents for public use in media and print. Trains less experienced payroll staff members and student assistants and direct their daily work. Performs other related duties as assigned.

Other Specifications: Must be organized, detail-oriented, proficient in Microsoft Office, 10-key calculator by touch, and possess strong verbal and math skills. Must meet established time lines, exercising care to prioritize tasks in relation to payroll deadlines. Excellent interpersonal skills and professionalism required in contacts with university departments, administrators, off-campus vendors and agencies.

This is a classification description with the complete list of job duties being maintained at the departmental level. Other job duties necessary for the effective operation of the University are expected to be performed. Any qualifications to be considered as equivalents in lieu of stated minimums require the prior approval of Human Resources.

Sam Houston State University is an at will employer and drug free/smoke free workplace. This position is security-sensitive and thereby subject to the provisions of the Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. The pay grade range is inclusive of social security benefit replacement pay.

Sam Houston State University is Committed to Equal Opportunity in Employment and Education.