

**HOWARD UNIVERSITY
Position Description**

POSITION TITLE: Payroll Technician **SALARY GRADE:** HU-09
DATE REVISED: December 01, 2014 **EEO CODE:** 03
JOB CODE: 2529 **FLSA STATUS:** Non Exempt
BARGAINING UNIT: N/A

DEPARTMENT:	POSITION NO:
REPORTS TO:	GRANT: <input type="checkbox"/> No <input type="checkbox"/> Yes

BASIC FUNCTION: The purpose of this position is to develop and implement systems controls to ensure the accuracy and timeliness of the payroll system.

SUPERVISORY ACCOUNTABILITY: Involves no responsibility or authority for the direction of others.

NATURE AND SCOPE: Communicates regularly with the Comptroller's Office (Restricted and General Accounting) and Benefits Administration concerning systems needs. Also, interacts with Enterprise Technology Services (ETS) concerning system problems.

PRINCIPAL ACCOUNTABILITIES:

- Develops and implements systems controls based on weaknesses identified in the Payroll System.
- Prepares various financial reports based on requests from Management.
- Handles all internal systems problems. Serves as the intermediary between the Payroll Office and ETS.
- Keeps up to date on latest payroll technology and advises the Payroll Director about new payroll systems products.
- Analyzes financial data from the University Payroll System and prepares reports requested by Departments and University Management.
- Monitors access to the Payroll System.
- Posts payroll adjustments online to the People Soft System.
- Develops mainframe screens to be used by other technicians.
- Serves on the W-2 Committee.
- Performs other related duties as assigned.

CORE COMPETENCIES: Competence in both oral and written English.
Ability to maintain confidential information.

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Knowledge of office accounting and record keeping procedures, mathematics and their application to a payroll environment.

Ability to learn and apply a variety of guidelines.

Familiarity with mainframe equipment.

Familiarity with computerized financial accounting systems.

Ability to establish and maintain effective and harmonious working relationships with faculty, staff, students, University Officials, and the general public.

MINIMUM REQUIREMENTS: Associate's degree in Business Administration or closely related field and 2-4 years related experience. AA/AS may be substituted for 4 years of required work experience. BA/BS may be substituted for up to 4 years work experience.

Note: This position description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. The university has the right to revise this position description at any time. This position description is not be construed as a contract for employment.

SIGNATURES REQUIRED:

SIGNED BY: _____ **DATE:** _____
Department Manager/Supervisor

CERTIFIED BY: _____ **DATE:** _____
Department of Compensation and Performance Management