ADMINISTRATIVE POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK: Analyst, Payroll Services
DEPARTMENT: Payroll Services, Rose Hill

POSITION SUMMARY:
The Analyst position has responsibility for managing the execution of the University’s hourly payroll, which includes some processing and transactional functions, but also extends to performing root-cause analysis over system- and employee-related payroll issues with an eye toward continually improving the effectiveness of the department’s payroll processing functions and the overall end-user experience. This position is instrumental in developing training materials for both timekeepers and supervisors. In addition, this individual is responsible for building out the data analytics function within Payroll Services, which includes developing reports and analysis that helps inform payroll personnel and other users of payroll information (such as Human Resources, tax compliance and financial planning), as well as continuously seeking improvement in automation, workflows and end-user experience to make payroll processing less labor-intensive and more effective. The ideal candidate will therefore possess both a comprehensive knowledge of payroll and the various complexities that come with it, as well as an in-depth knowledge of how payroll systems work, integrate with other systems, and can be queried to produce reports and dashboards.

RESPONSIBILITIES:

- Manage bi-weekly hourly payroll, including but not limited to, data entry and analysis, report generation and reviews, and perform root-cause analysis with respect to payroll issues with an eye towards continually improving the process and the end-user experience.
- Review and analyze data, and report on payroll trends including overtime analysis and compliance with University policies.
- Develop and recommend new or revised procedures for continuous process improvements, data collection, and automation.
- Provide superior customer service experience to the University community, consistent with the responsibilities for all Finance personnel, particularly with respect to payroll-related issues.
- Seek and engage in opportunities to continuously improve the efficiency and effectiveness of the University’s payroll processes, such as developing electronic forms, automated messaging and enhancements that improve timekeeper and supervisor experiences.
- Engage in cross-training with other Payroll Services personnel to provide sufficient back-up.
- Assist with various payroll-related tasks, and assignments as needed.

QUALIFICATIONS:

- Bachelor’s degree in finance or in an information technology discipline or related field.
- Three years of experience working in a payroll-related role of increasing responsibility is required.
- Experience designing and implementing a new payroll system is a plus.
- Experience with Ellucian Banner preferred.
- Ability to extract, compile and analyze data and provide meaningful analysis to management.
- Proficient with Microsoft Office products, particularly possessing intermediate to advanced Excel skills and payroll systems.
- Excellent interpersonal skills and an ability to work collaboratively with various levels of management and staff.
- Detail oriented, with the ability to multi-task and work in a deadline driven environment.
- Exceptional written and analytical skills.
• Ability to maintain confidential information and a demonstrated track record of functioning with a high level of ethics and integrity.

SALARY: Commensurate with experience

FLSA CATEGORY: Exempt

START DATE: ASAP

SEND LETTER AND RESUME TO: hr@fordham.edu

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