Payroll Coordinator

Application Review Date: August 16, 2021

Come join our team! The University of Nebraska – Lincoln, Campus Recreation team is actively seeking a Payroll Coordinator to join our team.

Description of Work:

The Payroll Coordinator serves in a customer-facing role and is responsible for ensuring payroll related personnel actions are completed in a timely and accurate manner and in compliance with all applicable institutional, UNL, State, and Federal regulations, policies, and guidelines. The Payroll Coordinator primarily executes moderately complex payroll transactions and provides departmental human resource-related support in a subsidiary capacity. The Payroll Coordinator will work closely with employees within the departments served, as well as functional office staff, providing a high level of customer service and professionalism in all interactions. This position functions under general supervision and is expected to utilize technology to provide professional services.

The Payroll Coordinator is responsible for preparing and processing the onboarding and new hire documents into University systems for over 750 Campus Recreation employees who are hired annually, including performing necessary verifications (work-study and e-verify), creating organizational change forms, separation documents, and processing salary increases through established procedures. The Payroll Coordinator will be responsible for wage and hour reporting. This position will be responsible for updating our HRIS, PeopleAdmin with job descriptions, and serve as the department expert in the hiring process for all position classifications.

This position may spend about 20% of their time performing accounting duties including printing SAP reports, entering expenses into our Filemaker database, and preparing monthly budget reports. In addition, this position may provide guidance to student workers or payroll associates.

The University of Nebraska-Lincoln seeks to attract and retain a high-performing and diverse workforce in which employees’ differences are respected and valued to better meet the varying needs of the diverse populations we serve. The university fosters a diverse and inclusive work environment that promotes collaboration so that all individuals are able to participate and contribute to their full potential. As an EO/AA employer, qualified applicants are considered for employment without regard to race, color, ethnicity, national origin, sex, pregnancy, sexual orientation, gender identity, religion, disability, age, genetic information, veteran status, marital status, and/or political affiliation. See: http://www.unl.edu/equity/notice-nondiscrimination

Minimum Required Qualifications:

Associate’s degree plus 4 years of related payroll and/or human resources work experience; equivalent education/experience considered. Must be proficient in Microsoft office software. Excellent organizational, interpersonal, and communication skills necessary. Ability to work independently. A willingness and demonstrated ability to learn new hardware and software systems. Demonstrated ability to maintain confidentiality in compliance with rules and regulations, including HIPAA and FERPA guidelines on the disclosure of information. Demonstrated ability to communicate effectively in written and verbal formats. Demonstrated ability to build and maintain positive relationships within and outside of reporting lines. Demonstrated ability to establish priorities and meet deadlines. Knowledge of payroll and/or human resources terminology and practices.

Preferred Qualifications

Bachelor’s degree. Knowledge of federal and state laws and guidelines related to business practices. Knowledge of internal systems such as FileMaker, SAP, PeopleAdmin, MyRed, MyNULook, and Cashnet.