UNIVERSITY OF CALIFORNIA, RIVERSIDE
INVITES APPLICATIONS FOR THE POSITION OF
PAYROLL SUPERVISOR

About UC Riverside:
In the Heart of Inland Southern California, UC Riverside is located on nearly 1,200 acres near Box Springs Mountain in Southern California, the park-like campus provides convenient access to the vibrant and growing Inland region. The campus is a living laboratory for the exploration of issues critical to growing communities — air, water, energy, transportation, politics, the arts, history and culture. UCR gives every student the resources to explore, engage, imagine and excel.

At UC Riverside we celebrate diversity and are proud of our #4 ranking among the nation for most diverse universities (US News and World Report 2011). Become part of a place that fosters success for all its constituents, students, faculty, and staff, and where work/life balance and campus culture are integral to our way of life. UCR is ranked 41st among top public universities (US News and World Report 2011) and is an affirmative action and equal opportunity employer, with a commitment to workforce diversity.

About Finance and Business Operations:
The Finance and Business Operations (FBO) organization provides high quality business support and administrative services that are vital to ensure excellence in UCR's teaching, research, and public service; consistent with campus growth, enabling technology, and enhanced customer service. The FBO organization consists of operational and administrative campus service departments, which provide support services in the areas of accounting, payroll, human resources, labor relations, information technology, risk management, resource planning and budgeting, capital resource management, design and construction, real estate, materiel management, and security/law enforcement.

Essential Functions:
Under the general direction of the Finance and Business Operations Service Center Director, the Payroll and Administrative Services Supervisor manages the timely and accurate data entry, processing, and reporting of payroll, finance, and employment transactions. The Supervisor provides leadership and support to a team of payroll professionals; facilitates the implementation of the organization's payroll training and communication strategy, leads payroll systems end user acceptance testing and validation activities; and manages administrative services for all departments supported by the Finance and Business Operations Human Resources Service Center.

Key Responsibilities Include:

- Supervise the timely and accurate delivery, reporting, and communication of payroll and monthly and bi-weekly time reporting processes by:
  - Developing project plans and workflow maps to determine scheduling and resource requirements, and ensure timelines and deliverables are met
  - Monitoring audit, data entry, and validation activities
  - Inspecting the status of work in progress, completed work and resolving unique problems or situations that require specialized research or analysis
  - Assisting internal auditors during audit process, providing documents, reports, and other payroll-related credentials upon request.
  - Developing and revising internal policies and procedures to ensure compliance with campus policies
  - Facilitating the implementation of the organization's training and communication plan for all time reporters and management, to include informational updates, training presentations, and end user systems support
  - Providing coaching, feedback, training, and developmental support to all Payroll staff in carrying out their responsibilities for payroll and administrative services
  - Creating payroll metrics and analytics that illustrate the status and efficiency of time reporting processes

- Support payroll systems development and implementation activities by:
  - Participating in end user acceptance testing and validation activities, to ensure new or revised functionality is consistent with user requests
  - Recommending system enhancements that comply with campus policies and bargaining unit contracts
  - Partnering with FBO SC leadership/IT to identify and troubleshoot systems issues
Key Responsibilities continued:

- Ensure the timely and accurate completion of administrative service requests and maintenance of related hard copy and digital records by:
  - Coordinating employee onboarding, leave, and off-boarding activities, including the completion and processing of applicable forms, letters, contracts, and other employment documents
  - Maintaining divisional and organizational charts, illustrating reporting and staffing data
  - Auditing the processing of travel, Epay, finance, employment, personnel, merit, award, and compensation transactions
  - Assisting internal auditors during audit process, providing documents, reports, and other payroll-related credentials upon request.

Minimum Requirements:

- **Education and Experience**: A bachelor's degree in in business administration, economics, statistics, educational administration, political science, or an allied field, and four years of experience in administrative analysis or operations research; or an equivalent combination of education and experience.

- **Knowledge** of the principles, practices, and techniques of payroll and administrative services supervision; applicable local, state and federal laws governing areas of responsibility; and systems and technology that support payroll planning, reporting, and processing.

- **Skill and experience** in project management, planning, execution, monitoring, and controlling; supervising the delivery of payroll and administrative services; planning, organizing, and evaluating the work of assigned staff; implementing, interpreting, and applying complex, payroll and financial policies, as well as effectively communicating complex policy and procedures to others using tact and diplomacy; preparing timely and accurate reports, presentations and written materials; and using common office software including Microsoft Office Suite (particularly intermediate level Excel and PowerPoint functions).

- Demonstrated **ability** to analyze complex problems, evaluate alternatives, and make appropriate recommendations and solutions; develop comprehensive timetables, and strategies to meet multiple competing priorities; promote and implement changes to current practices and processes; utilize effective interpersonal strategies to facilitate meetings and communicate payroll information across all levels of the organization; evaluate processes to establish and maintain fiscal accountability and fundamental internal controls; implement and manage change that requires either initiating a new behavior, modifying a process, or contending with emerging technology as well as change associated with new financial rules and policies; handle ambiguity in a fast-paced environment with multiple concurrent tasks and changing priorities; and maintain strict confidentiality at all times.

Preferred Qualifications:

- Demonstrated knowledge of and experience working with the University of California (UC) online Payroll/Personnel System (PPS); University of California Riverside (UCR) Time and Attendance Reporting System (TARS); online processing system (e.g., Sub PO Lite, SUPERDOPE.); UC budget and financial account structure, processes, documents and systems; and the pay related provisions contained within UC Personnel Policies for Staff Members and collective bargaining agreements

- Demonstrated experience with service center practices and technologies

- Specialized payroll education and training, leading to a Fundamental Payroll Certification (FPC) or equivalent certificate or degree.

Conditions of Employment:
This is a **full-time career** position. The standard work schedule is Monday - Friday, 8:00 a.m. to 5:00 p.m. Overtime may be required. The budgeted annual starting salary range for this position is **$48,678 - $74,144**. All UCR employees are required, as a condition of employment, to successfully complete a background investigation through the U.S. Dept. of Justice.

Benefits of Belonging:
We offer a comprehensive compensation and benefits package. For information about our generous employee benefits package, please visit our website At Your Service: http://atyourservice.ucop.edu/employees/new_employee/orientation.html.

Application Instructions:
To apply for this position, please click the HR JOBS link at the bottom of this page, if you are viewing this flier on the UCR Finance and Business Operations website. You may also apply for this position by visiting our website http://jobs.ucr.edu and selecting the browse jobs link. The Payroll Supervisor position number is **201303277788**.

Filing Date: Open Until filled