

PAYROLL SERVICES SPECIALIST

The University of Arkansas at Pine Bluff invites applications to fill the position of Payroll Services Specialist. The Payroll Services Specialist reports to the Payroll Manager and is responsible for the production and processing of regular and supplemental employee payrolls and the preparation and transmission of various payroll reports.

TYPICAL FUNCTIONS: Processes and coordinates the production of payrolls (Extra Help, College Work Study, Overtime, etc.) within established timeframes; calculates and balances payroll records and data, makes appropriate corrections to payrolls, and coordinates and notifies staff of payroll corrections with various departments. Prepares and transmits various payroll reports for state and federal agencies and vendors, assists departments with payroll related questions or problems, and compiles data concerning payroll production when requested; counsels and advises employees on various deductions concerns; provides technical assistance concerning payroll and assists in distributing warrants. Explains policies and procedures, prepares responses to correspondence, and performs other related duties as assigned.

MINIMUM QUALIFICATIONS: The formal education equivalent of a bachelor's degree in business administration, accounting, or related field; plus two years of experience in payroll processing, payroll accounting or related area. Must have knowledge of state payroll processing requirements, standard government accounting principles and state budgetary procedures; must have ability to coordinate payroll production, reconcile and balance payroll documents, and prepare and transmit reports. Must be able to work with a diverse clientele and maintain confidentiality in all matters.

SALARY: Grade C115 (\$29,251) – State Pay Plan

APPLICATION PROCESS: Submit an application, resume and three reference letters to:

Human Resources Department
University of Arkansas at Pine Bluff
1200 N. University Drive
Mail Slot #4942
Pine Bluff, AR 71601

DEADLINE FOR APPLICATIONS: DECEMBER 17, 2010

Applications accepted Monday thru Friday from 9:00 a.m. to 4:00 p.m.

Applications may be picked up from UAPB Human Resources Office, Room 312 Administration Building. State Applications from the Department of Workforce Services are accepted.

**“UAPB is an Equal Employment/Affirmative Action Employer and full participation
by Women and Minority Groups is encouraged.”**