ADMINISTRATIVE POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK: Analyst, Payroll Services

DEPARTMENT: Payroll Services, Rose Hill

POSITION SUMMARY:

The Analyst will be a member of the Payroll Services group, which is responsible for executing the University’s payroll function. Responsibilities of this role include payroll processing and transactional functions, and also extend to analyzing data, recommending process improvements, and developing training materials for both timekeepers and supervisors.

In addition to effectively performing essential responsibilities, the ideal candidate will demonstrate competency in developing reports and analysis that help finance leadership manage and monitor payroll functions and have a track record of effecting continuous process improvement.

RESPONSIBILITIES:

- Execute routine payroll processing functions accurately and effectively.
- Review, analyze, and report on payroll data, including analyzing overtime and timesheet compliance.
- Recommend and implement process improvements.
- Provide superior customer service experience to the University community.
- 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 business or related field.
- Three years of experience working in a payroll-related role of increasing responsibility.
- 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.
- Experience with Ellucian Banner a plus.

SALARY: Commensurate with experience

FLSA CATEGORY: Exempt

START DATE: ASAP

SEND LETTER AND RESUME TO: hr@fordham.edu

Fordham University is committed to excellence through diversity and welcomes candidates of all backgrounds. Fordham is an Equal Opportunity Employer –Veterans/Disabled and other protected categories