

## **PAYROLL LEAD, ADMINISTRATIVE SYSTEMS GROUP**

### **Position Announcement**

The University of Nebraska is seeking a leader for the institutional payroll system and related processes. This individual will be one of the subject-area business leads within the Administrative Systems Group (ASG); the team that supports the University SAP business system.

This is a position of exceptional responsibility and requires a high degree of technical proficiency and business process knowledge. The University has utilized SAP business software for 15 years and strives to provide continuous innovation while maintaining the integrity and availability of that system.

The ASG reports to the Office of the Vice President for Business and Finance and works in close cooperation with Computing Services Network. The team receives guidance from the individual campuses of the University, and the colleges of the Nebraska State College System. This position is located in the University's system administration offices in Lincoln, NE.

### **Job Responsibilities**

- Perform all SAP system configuration to support the Payroll and Time Entry processes.
- Design and perform consistency checks to assure the accuracy and internal control of Payroll information.
- Work with the ASG payroll support team to integrate system functions with the payroll generation, posting and disbursement processes.
- Work with ASG business leads (HR, Finance, etc.) to manage integration issues between system components.
- Work with individual campus Payroll offices to solve issues and provide knowledge transfer.
- Manage system aspects of required federal and employee Payroll reporting.
- Respond to information requests, both ad-hoc and those requiring process or technical development.

### **Minimum Requirements**

- Bachelor's degree in Business, Mathematics, Statistics, Engineering, Computer Science or a quantitative discipline.
- 7 years of progressively advanced Payroll specific experience in an SAP business system environment.
- 5 years of SAP Payroll configuration experience, or the ability to undertake extensive off-site SAP Payroll training in preparation for assuming the job role.
- Proven technical skills, both with PC analytical tools and larger system settings.

**Successful candidates will exhibit the following personality traits**

- Accurate, detail oriented, analytical problem solving skills.
- Dependable, self-starter, able to manage multiple priorities and strict deadlines.
- Absolute integrity, confidentiality and loyalty to the institution, with the commitment to support the Payroll process.
- A collaborative team player with a high level of initiative who can work with minimal supervision.

**How to Apply**

Application review begins immediately and continues until position is filled. Applications processed through the on-line job posting at <https://careers.nebraska.edu>. Follow instructions to complete the Applicant Profile. Along with the application, attach a cover letter, resume, and contact information for three professional references.

Direct questions about the position to: [humanresources@nebraska.edu](mailto:humanresources@nebraska.edu). Direct questions about the on-line application process to: (402) 472-2111. **The University of Nebraska is an Affirmative Action/Equal Opportunity Employer and participates in E-Verify.**