

Payroll Examiner 1, Human Resources
University at Buffalo, The State University of New York

Direct Link: <https://www.AcademicKeys.com/r?job=230949>

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Posted Feb. 19, 2024, set to expire Aug. 4, 2024

Job Title	Payroll Examiner 1, Human Resources
Department	Human Resources
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Feb. 19, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff Professional Staff
Academic Field(s)	Human Resources Human Resources
Job Website	https://www.ubjobs.buffalo.edu/postings/48191

Apply By Email

Job Description

As a part of our team, you will work with experts on payroll related activities at UB. Tasks assigned to this position may include processing staff appointments, calculating salaries and payments, maintaining position and account information, auditing payrolls, generating reports, and communicating with a variety of different people. We invite you to be a payroll examiner 1 within the payroll department.

Key Accountabilities and Responsibilities

- Master oracle applications, the SUNY system, a home grown application to manage appointment and payroll actions and state wide payroll
- Knowledge expert in all areas of payroll

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- Adhere to all University , SUNY and State policies
- Communicate regularly at meetings and while serving on committees

Outstanding Benefits Package

Working at UB comes with benefits that exceed salary alone. There are personal rewards including comprehensive health and retirement plan options. We also focus on creating and sustaining a healthy mix of work, personal and academic pursuit - all in an effort to support your work-life effectiveness. We support your growth and development through our career coaching and training department and we qualify as a public service loan forgiveness organization. Learn more about our [benefits website](#).

About The University at Buffalo

The University at Buffalo (UB) #ubuffalo is one of America's leading public research universities and a flagship of the State University of New York system, recognized for our excellence and our impact. UB is a premier, research-intensive public university dedicated to academic excellence. Our research, creative activity and people positively impact the world. Like the city we call home, UB is distinguished by a culture of resilient optimism, resourceful thinking and pragmatic dreaming that enables us to reach others every day. Visit our website to learn more about the [University at Buffalo](#).

University at Buffalo is an affirmative action/equal opportunity employer and, in keeping with our commitment, welcomes all to apply including veterans and individuals with disabilities.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact