

**UNIVERSITY OF RICHMOND**

**STUDENT EMPLOYMENT**

**JOB DESCRIPTION**

JOB TITLE: Payroll/Accounts Payable Associate

DEPARTMENT: Payroll

ADDRESS: Maryland Hall G-12

TELEPHONE: 289-8171

SUPERVISOR: Shelle Flowers

JOB SUMMARY: Serves as a payroll clerk assisting the payroll office with both student and staff payroll operations.

Also serves as an assistant to the accounts payable dept.

**SPECIFIC DUTIES:**

1. Preparing time cards (biweekly staff and student).
2. Data entry of student time cards
3. Calling Web Time Entry Approvers with outstanding time records awaiting approval
4. Scanning Documents
5. Shredding outdated reports
6. Audit check requests for accuracy
7. Maintain excel spreadsheets
8. Prepare letters
9. Verify documentation for purchasing card statements
10. Process labels for purchasing card statements
11. Other projects as assigned

**QUALIFICATIONS:** Ability to perform extensive data entry on the computer (previous computer experience very helpful), pleasant and professional telephone manner, excellent organizational skills, attention to detail. Experience with the above listed duties is desired.

for Student Employment Office use only

wage rate: Level III

index: 2101

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