

The University of Texas at San Antonio

Job Description

Job Title: Senior Payroll Accountant
Code: 19187
Salary Grade: 61
FLSA Status: Exempt
Department/Division: Payroll
Reports To: Director, Payroll

Summary

Function:

To provide advanced level payroll benefits accounting services for University staff, exercising independent thought and judgment over non-routine and complex payroll, benefit and accounting issues.

Scope:

Responsible for the application of advanced accounting, benefits, payroll practices and controls in the preparation of a variety of complex regular and special financial reports and statements in accordance with industry standards and applicable regulations.

Duties

Typical:

1. Must be able to proficiently perform all duties and responsibilities of Payroll Specialist I, and Payroll Specialist II and Payroll Accountant.
2. Required mastery level of payroll knowledge and application of payroll, labor, federal and state tax reporting, and policies/practices.
3. Accurate and timely completion of the monthly payroll process cycle, off-cycle payroll process cycle and assist with the semi-monthly payroll process cycle by following the payroll operational process guide.
4. Process, audit and maintain payroll reports in respect to appropriate systems to include adjustments and reimbursements from accounts or payroll records.
5. Analyze, reconcile and create adjustments for employee records, status reports, exception reports and data files and benefit records to ensure compliance with applicable regulations and policy.
6. Review, approve and process additional pay requests submitted through eForm workflow module and other additional pay requests submitted via email.
7. Responsible for the preparation of journal entries, supporting documentation and financial reports associated with monthly payroll processing cycle.
8. Compile and/or prepare data for research or special reports for management and respond to payroll related inquires submitted by department business service centers and employees.

- 9. Provide excellent customer service as defined by departmental customer service standards.
- 10. Proficient with Banner and Peoplesoft systems to include dataset preparation, reconciliation and reporting.
- 11. Maintain excellent communication and working relationship with counterparts in the Office of People Excellence.
- 12. Assist Sr. Payroll Analyst, Payroll Accountant and Payroll Team as needed.
- 13. Perform other duties as assigned.

Education

Required	Preferred
Bachelor’s degree from an accredited institution.	Bachelor’s degree in Accounting or Business Administration/Management from accredited institution with some graduate level coursework in accounting, and/or CPP certification.

Other Requirements

Required	Preferred
Advanced level of proficiency in applying payroll knowledge to payroll, labor, tax, reporting and policies and practices.	Proficient with PeopleSoft HCM module system to include dataset preparation, reconciliation and reporting.
Excellent customer service skills.	Proficiency in all duties and responsibilities of Payroll Specialist I, Payroll Specialist II and Payroll Accountant.
Criminal Background Check (CBC).	

Experience

Required	Preferred
Five years of professional governmental or commercial accounting experience including a minimum of two years of payroll accounting.	Similar experience in governmental payroll accounting.
Intermediate level experience with Microsoft Excel.	Accounting experience within the University of Texas System.
	Knowledge with Higher Education Payroll Processing.

Equipment

Required	Preferred
Personal computer and standard office equipment.	N/A

Working Conditions

Usual	Special
Normal office environment.	May occasionally work evenings in order to meet deadlines.

Supervision

Received	Given
Review from supervisor. Determines own work methods within established guidelines.	May supervise and/or provide leadership to support staff.

Accuracy

High degree of accuracy and proficiency required in all phases of work and duties assigned.

Security Sensitive

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

Internal Control

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.