

# The University of Texas at San Antonio

## *Job Description*

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Job Title: Payroll Accountant  
Code: 19188  
Salary Grade: 58  
FLSA Status: Exempt  
Department/Division: Payroll  
Reports To: Director, Payroll

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## *Summary*

### Function:

To provide payroll benefits accounting services for University staff.

### 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. Process, audit and maintain retirement reports for TRS and ORP eligible employees to include adjustments and reimbursements from accounts or payroll records. Meet all reporting deadlines associate with retirement report submission.
2. Collaborate with Benefits department staff to analyze, reconcile and create adjustments for all benefit deductions, employee records, status reports, exception reports and 3<sup>rd</sup> party benefit portal data files to ensure compliance with applicable regulations and policy.
3. Upload monthly and semi-monthly benefit change file provide by 3<sup>rd</sup> party benefit portal after Benefits department staff has reviewed for accuracy. Adjust upload file accordingly. Meet upload deadlines associated with semi-monthly and monthly payroll processing cycles.
4. Prepare remittances to providers for employer-provided benefits.
5. Prepare semi-monthly, monthly and year-end payroll General Ledger entries and reports per payroll operational process.
6. Crosstrain to assist with semi-monthly and monthly payroll processing cycle.
7. Compile and/or prepare research or analysis to assist accounting department revolve liability account discrepancies.
8. Professionally respond to various customer concerns related to Payroll and Benefit Administration.
9. Develop and maintain excellent working relationship with counterparts in People Excellence Benefits department.

10. Perform additional duties as assigned.

Periodic:

1. Assist in development of new accounting procedures.
2. Special projects as assigned.

***Education***

<b>Required</b>	<b>Preferred</b>
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***

<b>Required</b>	<b>Preferred</b>
Advanced level proficiency in applying payroll knowledge, as well as payroll, labor, tax, reporting, and benefit plans regulations/policies/practices.	Proficient with PeopleSoft, Retirement Manager, TRS Teams portal systems to include dataset preparation, system reconciliation, and reporting.
Excellent customer service skills.	Advanced competency and proficiency of Employer Provided Benefit Plans and related regulations including: Plan Eligibility, Insurance (SD, GTLI, ADD, STD, LTD, & LTC), IRC 125, IRC 403(b), TSA ROTH, IRC 457, Defined Pension Plans, CL reviews, and other plans as necessary.
Criminal Background Check (CBC).	Proficiency in all duties and responsibilities of Payroll Specialist I and Payroll Specialist II.

***Experience***

<b>Required</b>	<b>Preferred</b>
Two years of professional accounting experience in governmental or commercial accounting.	Two years of direct accounting experience within the University of Texas System.

***Equipment***

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

***Working Conditions***

<b>Usual</b>	<b>Special</b>
Normal office environment when working on campus.	Occasional evening and weekend hours.
This role is a UTSA telecommuting position and the candidate selected will be required to work from home. Telecommuters will be required to work on campus at times; travel and parking expenses are the employee's responsibility. Applicants must be adaptable and open to working in both environments.	

***Supervision***

<b>Received</b>	<b>Given</b>
General supervision from immediate supervisor.	Indirect supervision of assigned 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.