

The University of Texas at San Antonio

Job Description

Job Title: Senior Payroll & Budget Analyst
Code: 19206
Salary Grade: 62
FLSA Status: Exempt
Department/Division: Financial Affairs/Business Affairs
Reports To: Senior Director of Financial Information Systems

Summary

- Function: To provide functional and technical expertise and support for payroll and commitment accounting modules of the ERP system.
- Scope: Responsible for the application of advanced business processes related to payroll and employee position funding including: implementation, monitoring, maintenance and support of payroll and commitment accounting funding systems and associated business processes.

Duties

Typical:

1. Run Commitment Accounting actuals distribution, redistribution processes and general ledger interface associated with budget retro distribution processes and payroll cycles, resolve and coordinate issues. Reviews and analyzes current payroll, benefits and tax procedures in order to recommend and implement changes, leading to best-practice operations; and stays current on related regulations and internal policies/guidelines.
2. Assist in the coordination and implementation of new technology including identification of application system incidents, analyses impact, and upgrades and enhancements to meet business requirements.
3. Participate in testing, process validation and serve on teams responsible for bundle implementation.
4. Conduct research and analysis, formulate recommendations, define, design, test and implement requirements and changes to business processes, policies and information systems, and seek ways to improve processes or use of resources efficiently. Ensures adherence to audit guidelines, troubleshoots business processing, develops root cause analysis, and works with management to bring to resolution and prepare routine correspondence and briefings using data to solve problems and present results to management.

5. Create and modify custom queries utilizing PeopleSoft query or other reporting tools in collaboration with departmental staff. Assist with producing specialized reports as needed. Assists with validation of data reports for accuracy.
6. Work with Director of Payroll, Senior Director of Budget, Planning and Development, UT Shared Information Services and Business Information Services on above matters.
7. Assist in development and training as appropriate to explain system requirements to back office personnel.
8. Comply with applicable laws, regulations, policies & procedures employing sound financial and business practices and appropriate internal controls.
9. Support Payroll and Budget department team members in special projects and other initiatives.

Periodic

1. Assist with special projects as assigned.
2. Other duties as assigned.

Education

Required	Preferred
Bachelor's degree from an accredited institution.	Bachelor's degree in Business Administration, Finance, Accounting or related field;
	Master's degree from accredited institution
	C.P.A. or C.F.A.

Other Requirements

Required	Preferred
Strong knowledge of the principle and theories of finance, accounting or other related fields and disciplines as demonstrated from relevant positions.	
Excellent verbal and written communications skills and ability to multi-task within a team-oriented environment. Excellent customer service skills.	
Proficient with functionalities of financial accounting and reporting systems. Ability to use query and reporting tools.	
Excellent organization skills in identifying and prioritizing work activities.	
Exceptional problem solving and analytical skills. Attention to detail and ability to deliver high quality work.	

Take initiative with minimal guidance and produce accurate results; high-energy independent worker.	
Ability to handle multiple assignments of various durations.	
Criminal Background Check (CBC)	

Experience

Required	Preferred
Experience working with PeopleSoft Commitment Accounting and Payroll modules or supporting Enterprise Resource Planning (ERP) Systems. Six years of financial analysis experience. Three years of accounting, payroll, budget or finance experience.	Expert knowledge of Excel Similar experience in public sector Higher education or similar organization Proven experience leading processes or projects with minimal supervision. Similar experience in governmental payroll accounting, higher education payroll processing to include Time & Labor

Equipment

Required	Preferred
Proficiency in Microsoft Office applications and advanced knowledge of data analysis tools and techniques.	On line analytical reporting tools
Standard office equipment	

Working Conditions

Usual	Special
-Normal working conditions. -Able to work under strict time constraints.	Overtime required occasionally to meet deadlines as needed.

Supervision

Received	Given
General instruction and supervision from assigned supervisor.	May oversee assigned staff in relation to projects/processes.

Accuracy

Proficiency in all phases of the duties performed.

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.