

# The University of Texas at San Antonio

## *Job Description*

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Job Title: Senior Payroll Accountant  
Code: 19187  
Salary Grade: 60  
FLSA Status: Exempt  
Department/Division: Payroll  
Reports To: Director, Payroll

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## *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, tax, reporting, and benefit plans regulations, policies, and practices:
  3. Required high level competency and proficiency of Employer Provided Benefit Plans, and related regulations: 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.
  4. Process, audit, and maintain individual benefit coverage, deductions, and payroll reports in respect to appropriate systems to include adjustments and reimbursements from accounts or payroll records.
  5. Analyze, reconcile, create adjustments, for all benefit deductions, employee records, status reports, exception reports, and inter-system data files and benefit records to ensure compliance with applicable regulations and policy.
  6. Prepare remittances for employer provided benefit providers
  7. Prepare payroll, month-end, and year-end General Ledger entries and reports as per operational process.

- 8. Reconcile, and submit for review, Retirement Benefit accounts, Retiree Insurance, LOA insurance accounts.
- 9. Compiling and/or prepare data for research or special reports for management.
- 10. Provide excellent Customer Service: both Payroll and Benefit Administration.
- 11. Proficient with DEFINE, BAS, Banner, Retirement Manager, TRAQS, SGELIG, and IFIS systems to include dataset preparation, system reconciliation, and reporting.
- 12. Maintain excellent communication and working relationship with counterparts in Human Resources Benefit section.
- 13. Responsible as initial contact for retirement and pension benefit providers
- 14. Train Payroll Accountant as needed.
- 15. Perform other duties as assigned.

**Education**

<b>Required</b>	<b>Preferred</b>
Bachelor’s degree in Accounting or Business Administration /Management 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 DEFINE, BAS, Banner, Retirement Manager, TRAQS, SGELEG, and IFIS systems to include dataset preparation, system reconciliation, and reporting.
Proficiency in all duties and responsibilities of Payroll Specialist I, Payroll Specialist II and Payroll Accountant.	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.
Excellent customer service skills.	
Criminal Background Check (CBC).	

**Experience**

<b>Required</b>	<b>Preferred</b>
Four years of professional governmental or commercial accounting experience including a minimum of two years of payroll accounting	Similar experience in governmental payroll accounting.
	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.	May occasionally work evenings in order to meet deadlines.

***Supervision***

<b>Received</b>	<b>Given</b>
Review from supervisor. Determines own work methods within established guidelines.	May supervise 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.