

The University of Texas at San Antonio

Job Description

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

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 individual benefit coverage, deductions, and payroll reports in respect to appropriate systems to include adjustments and reimbursements from accounts or payroll records.
 2. Analyze, reconcile, and 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.
 3. Prepare remittances for employer-provided benefit providers.
 4. Prepare payroll, month-end, and year-end General Ledger entries and reports as per operational process.
 5. Reconcile and submit for review Retirement Benefit accounts, Retiree Insurance, and LOA insurance accounts.
 6. Compile and/or prepare research or special reports data for management.
 7. Professionally respond to various customer concerns related to Payroll and Benefit Administration.
 8. Develop and maintain excellent working relationship with counterparts in Human Resources Benefit section.
 9. Perform additional duties as assigned.
- Periodic:
 1. Assist in development of new accounting procedures.
 2. Special projects as assigned.

Education

Required	Preferred
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

Required	Preferred
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 and Payroll Specialist II.	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

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

Equipment

Required	Preferred
Personal computer and standard office equipment.	10-key, typewriter, keypunch, and data processing machine capabilities.

Working Conditions

Usual	Special
Normal office environment.	Occasional evening and weekend hours.

Supervision

Received	Given
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.