

# The University of Texas at San Antonio

## *Job Description*

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Job Title: Payroll Supervisor  
Code: 19189  
Salary Grade: 60  
FLSA Status: Exempt  
Department/Division: Payroll/Financial Affairs  
Reports To: Director, Payroll

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## *Summary*

- Function: To provide administrative and supervisory skills in the management of Payroll Service operations.
- Scope: Responsible for providing leadership in the daily operations of payroll department involving the application of advanced accounting, benefits, and 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. Provide direct supervision and instruction to Payroll Specialist team staff members. Develop performance standards, provide coaching and counseling as needed, and conduct annual performance appraisals for individual staff members.
  2. Process scheduled payrolls including additions, changes, and deletions of pay and/or employee records. Review processed data from the Payroll Specialist team members.
  3. Audit and analyze pre-payroll and post-payroll reports to ensure accuracy and compliance with applicable regulations and policy. Create adjustments as per processes.
  4. Submit ACH cancellations and reversals.
  5. Prepare General Ledger entries and reports per operational process requirements.
  6. Prepare Relocation Reimbursements and special payments.
  7. Compile and/or prepare data for research or special reports.
  8. Maintain and manage Non-Resident Alien processes including Visa, Payment, and Tax review, applicability of treaty benefits, NRA issue research, issuance of temporary TINs, reconciliation of NRA taxes, and

<p>records management.</p> <p>9. Ensure Payroll Specialist team provides excellent Customer Service.</p> <p>10. Provide training to Payroll Specialist team as needed.</p> <p>11. Maintain excellent communication and working relationship with counterparts in Human Resources and departments.</p> <p>12. Perform additional duties as assigned.</p> <p>• <u>Periodic:</u></p> <p>1. Suggest and assist in development of new processes.</p> <p>2. Assist or lead special projects as assigned.</p>
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***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. Graduate level course work, and/or CPP certification.

***Other Requirements***

<b>Required</b>	<b>Preferred</b>
Expert payroll knowledge including the application of: pay, tax, reporting, benefit plans, non-resident alien (NRA): regulations, policies, and practices.	N/A
Proficient in preparation and record maintenance of Form-1042(s).	
Proficient with DEFINE, BAS, Banner, Retirement Manager, TRAQS, SGELEG, HRIS, and IFIS systems to include dataset preparation, reconciliation, and reporting.	
Strong organizational and analytical skills.	
Excellent verbal and written communication skills.	
Criminal Background Check (CBC).	

***Experience***

<b>Required</b>	<b>Preferred</b>
Four years professional payroll experience in a governmental or commercial environment.	Similar experience within the University of Texas System. One year of said experience in a supervisory capacity.

***Equipment***

<b>Required</b>	<b>Preferred</b>
JC 19189	

Personal computer and standard office equipment.	N/A
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***Working Conditions***

<b>Usual</b>	<b>Special</b>
Usual office conditions.	N/A

***Supervision***

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

***Accuracy***

Proficiency in all duties performed.
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***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.
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***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.
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