

The University of Texas at San Antonio

Job Description

Job Title: Payroll Specialist I
Code: 19195
Salary Grade: 54
FLSA Status: Non-Exempt
Department/Division: Payroll
Reports To: Payroll Supervisor

Summary

- Function: To perform intermediate payroll and fundamental accounting work, and provide advanced payroll customer service.
- Scope: Responsible for the application of accounting and payroll practices and controls in the preparation of complex non-routine accounting and payroll transactions/situations.

Duties

- Typical:
 1. Prepare, process, and validate accounting and payroll documents and transactions to include: journal vouchers, payment vouchers, payroll vouchers, payroll/tax transactions, employee record transactions, and external data requests.
 2. Respond to internal client inquiries regarding accounting and payroll transactions/regulations/laws/policies.
 3. Facilitate distribution of operational production checks, Earning Statements, W-2s, mass correspondence, and special processes.
 4. Analyze data for accuracy and initiate corrective action where necessary to ensure compliance with applicable regulations and policy: ACH, Vouchers, and W-4s.
 5. Maintain and distribute detailed reports and records of payroll and accounting data, billings, and related correspondence to external agencies.
 6. Perform necessary office and clerical duties: file maintenance, maintain communications (mail and electronic), coordinate administrative tasks.
 7. Perform additional duties as assigned.
- Periodic:
 1. Assist or lead special projects as assigned.

Education

Required	Preferred
High School Diploma or GED with supplementary college level course work in Accounting from an accredited institution.	Associate Degree in Business or Accounting from an accredited institution and/or (FPC) Payroll Fundamental Certification by American Payroll Association.

Other Requirements

Required	Preferred
Ability to exercise independent thought and judgment over non-routine accounting and payroll transactions or situations.	N/A
Intermediate payroll knowledge to interface and effectively communicate with internal clients regarding pay issues.	
Knowledge of business productivity, payroll, and accounting software.	
Strong organizational and analytical skills.	
Excellent verbal and written communication skills.	
Criminal Background Check (CBC)	

Experience

Required	Preferred
Three years professional payroll experience, OR two years experience performing higher level accounting clerk/specialist responsibilities in a standard office environment AND two years performing payroll clerk/specialist responsibilities in a governmental or commercial environment.	Similar experience within the University of Texas System.

Equipment

Required	Preferred
Knowledge of personal computer, calculators, envelope stuffing machine, and other standard office machines.	N/A

Working Conditions

Usual	Special
Usual office conditions.	Occasional overtime to meet departmental schedules.

Supervision

Received	Given
General supervision from immediate supervisor. Specific direction on special projects.	May supervise assigned occasional clerical and/or student workers.

Accuracy

Proficiency in all 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.