

# The University of Texas at San Antonio

## *Job Description*

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Job Title: Payroll Specialist II  
Code: 19196  
Salary Grade: 55  
FLSA Status: Non-Exempt  
Department/Division: Payroll/Financial Affairs  
Reports To: Payroll Supervisor

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## *Summary*

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

## *Duties*

- **Typical:**
  1. Oversee and direct the preparation, processing, and verification of client departmental documents: payroll electronic documents, payroll time sheets, journal vouchers, and local fund vouchers.
  2. Analyze data for accuracy and initiate corrective action where necessary to ensure compliance with applicable regulations and policies.
  3. Prepare, process, and validate position specific accounting and payroll documents and transactions to include: journal vouchers, payment vouchers, payroll vouchers, payroll/tax transactions, and employee record transactions.
  4. Respond to internal client, faculty, and staff inquiries regarding accounting and payroll transactions/regulations/laws/policies.
  5. Act as liaison to external agencies and vendors regarding remittance items.
  6. Oversee the resolution of complex payroll issues.
  7. Ensure the accuracy and maintenance of detailed reports and records of accounting and payroll data related to preparing/tracking financial reports and related correspondence.
  8. Maintain and distribute detailed reports and records of accounting/payroll data related to financial report preparation and tracking. Prepare billing as it relates to the University as a whole.
  9. Perform necessary administrative duties as assigned.

<p>10. Perform additional duties as assigned.</p> <ul style="list-style-type: none"> <li>• <u>Periodic:</u> <ol style="list-style-type: none"> <li>1. Assist or lead special projects as assigned.</li> </ol> </li> </ul>
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***Education***

<b>Required</b>	<b>Preferred</b>
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***

<b>Required</b>	<b>Preferred</b>
Ability to exercise independent thought and judgment over non-routine accounting and payroll transactions or situations.	N/A
Advanced payroll knowledge to interface and effectively communicate with internal clients, faculty, and staff 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***

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

***Equipment***

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

***Working Conditions***

<b>Usual</b>	<b>Special</b>
Usual office conditions.	Occasional overtime to meet departmental schedules.

***Supervision***

<b>Received</b>	<b>Given</b>
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.
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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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