

THE UNIVERSITY OF TEXAS AT SAN ANTONIO

Job Description

Job Title: Senior Payroll Analyst

Code: 19207

Salary Grade: 60

FLSA Status: Exempt

Department/Division: Financial Affairs - Payroll

Reports to: Payroll Director

Summary

- **Function:** To perform advance level payroll processing/accounting/benefits services for University staff, exercising independent thought and judgement over non-routine and complex payroll processing, benefits and accounting issues with the Payroll and Time & Labor modules.
- **Scope:** Responsible for the application of advanced payroll process, nonresident alien (NRA) taxation, accounting, benefits 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

1. Assist with bi-weekly and monthly payroll processing responsibilities during the pre and post process by reviewing assigned duties and taking corrective action as needed.
2. Assist with daily review of timekeeping error reports and addresses issues with timekeeping records, as needed.
3. Assist clients with timekeeping inquiries. Identify and troubleshoot time keeping system performance issues and reports the issues to payroll leadership.
4. Review and audit payroll and system generated reports/registers to ensure accuracy, reasonableness and that appropriate deductions are calculated for each pay cycle.
5. Resolve payroll system error messages related to on cycle payroll processing.
6. Perform payroll gross to net calculations for wages, overtime, manual checks including the impact of taxable benefits, pre and post-tax deductions.

7. Adhere to and support departmental customer service standards, including partnering with other areas to deliver excellent service.
8. Reconcile all required federal and state quarterly and annual taxes and reports to aid efficient preparation of filings, social security contributions, and voluntary and involuntary deduction reconciliations. Ensure proper tax treatment for tuition remission, non-comp benefits and other taxable items. Prepares quarterly and year end balancing and auditing reports and assists in validating and issuing W-2 and 1042 forms.
9. Oversee and manage foreign tax compliance; develop process for collecting, reconcile taxes and validate 1042-S information and reporting. Acts as information resource for all questions about foreign tax.
10. Assist with implementing and testing payroll modules and tax updates. Assist in training department employees in payroll process as it relates to time collection and employee self-service. Recommend internal best practices.
11. Process the journal voucher build.
12. Stay abreast of state and federal, labor tax and garnishment laws.
13. Complete and assist with testing for system upgrades and enhancements (UAT).
14. Crosstrain in order to prepare and process semi-monthly and biweekly payrolls.
15. Present at relevant webinars and training sessions.
16. Assist with ad hoc payroll projects.
17. Other duties as assigned.

Occasional: Compile, prepare/research payroll data for special projects or upon request.

Education

Required	Preferred
Bachelor's degree in Accounting or Business related field from an accredited institution	Master's Degree in Accounting or business related field from an accredited institution or CPP certification

Other Requirements

Required	Preferred
Advance level proficiency in applying payroll knowledge, as well as payroll, labor, tax reporting and benefit plans regulations and policies/practices	Knowledge with Higher Education Payroll Processing Knowledge with processing Nonresident Alien taxation Knowledgeable with Glacier Non Resident Alien Tax Compliance Software
Ability to work in a fast paces environment with the ability to prioritize and meet deadlines	Knowledgeable with PeopleSoft queries
Proficient with Excel and Word	
Excellent customer service skills with a focus of serving internal and external customers	

Criminal Background Check (CBC)	
---------------------------------	--

Experience

Required	Preferred
4 years of professional governmental or commercial accounting with a minimum of 2 years payroll processing	Similar experience in governmental payroll accounting, higher education payroll processing
2 to 3 years ERP experience 1 or more years payroll federal and NRA taxation experience	4 or more years HCM PeopleSoft – Payroll processing and Time and Labor 2 or more years in NRA taxation

Equipment

Required	Preferred
Personal computer and standard office equipment	Familiar with document imaging systems.

Working Conditions

Usual	Special
Normal Office environment	May occasionally work evenings to meet payroll processing deadlines

Supervision

Received	Given
Review from supervisor. Determines own work methods within established guidelines	NA

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 safeguards, reliable financial data is maintained, and applicable laws, regulations, policies and procedures are complied with.