***This old UMB job description was created between 2000 and 2014 and is being provided as a template or guide in the preparation of a current job description. The essential functions are general in nature and may not accurately depict the duties of a specific unit. Managers are encourage to update and provide specific duties that are applicable to work being performed in the unit.***

Job Title: **Accountant, Payroll Lead**

Job Family: Finance, Budget, Accounting, and Internal Audit

Sub Family: Accounting - Payroll

**Job Summary:**

Under minimal supervision, performs payroll and financial accounting projects, maintains and reconciles payroll accounts, verifies accuracy of transactions, and coordination of activities with University of Maryland, Baltimore and UMCP System Payroll.

**Essential Functions:**

* Reviews and analyzes payroll documents and tax data for accuracy, completeness, and conformity and adheres to local, state, federal, and University payroll policies and procedures.
* Reviews and processes leave payout, supplemental pay, and retroactive payments.
* May supervise Payroll Processing Associate or Payroll Accountant staff members to ensure motivation and effectiveness as well as overall productivity in alignment with departmental goals/objectives and perform supervisory requirements such as incumbent training.
* Provides more complex research, and verifies that the payroll system is generating appropriate entries.
* Prepare standard and specialized payroll reports and journal entries including journal entries for R\*STARS transactions, and assists in reconciling the
* Works with different departments across campus on a variety of payroll or leave issues that are complex in nature and helps identify discrepancies between payroll and department record.
* Responsible for facilitating end-user training related to payroll.
* Administers tax treaty benefits, annual tax renewal process for non-immigrant visa holders, and maintains the foreign national records.
* Ensures exemptions from federal and FICA taxes are applied in accordance with tax treaties and IRS regulations.
* Collects documentation to determine proper tax treatment of payments and tax reporting for employees and non-employees and processes foreign national non-employees’ payments and distribution using the University Pay system.
* Collects documentation related to payroll.
* Assists departments with issues related to payroll, commitment accounting, and reporting discrepancies.
* Assists in preparing tax data and forms and preparing projections.
* Analyzes, adjusts, and prepares various journal entries, schedules, and summaries utilized for financial reporting. Responsible for maintaining the payroll database.
* Performs other duties as assigned.

**Minimum Qualifications**

Education: Bachelors in Accounting, Business Administration, Business, Finance, or related field

Experience: Four (4) years payroll or tax experience

Supervisory:

Licensure/Certification: Certified Payroll professional (CPP) certification preferred.

Other: No subsitution of experience for minimum education requirement.

**Knowledge, Skills, and Abilities**

*Managers may provide prefered knowledge, skills, and abilities as necessary.*

Job Code: E1258F

SOC Code: 132011 IPEDS: Business

EEO6 Code: Professional State Code: 9359007

USM eCode: E30126 AAP Code: 3A