***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**

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

Sub Family: Accounting - Payroll

**Job Summary:**

Under general supervision, works as a member of the Financial Services Payroll team; performs payroll and financial accounting projects, maintains and reconciles payroll accounts, provides expertise to campus departments in payroll processing, and problem solving payroll transactions.

**Essential Functions:**

* Assists in developing and preparing eUM training material, participates in training activities and departmental meetings as needed.
* Assists with audits and tax data and forms.
* Assists departments with issues related to payroll, commitment accounting, a
* Reviews and analyzes payroll documents and tax data for accuracy, completeness, and conformity.
* Reviews and processes leave payout, supplemental pay, and retroactive payments, ensures accuracy, and that transactions are in accordance with the system.
* Perform payroll processing as necessary during bi-weekly payroll processing.
* Supervises, trains, and conducts performance management, and quality assurance reviews with support staff.
* Collects documentation and determines proper tax treatment of payments and tax reporting for employees and non-employees.
* Enters foreign national employees and non-employees files, tax documentation, and employee leave payout adjustments into document imaging.
* Maintains records and updates foreign nationals’ files including Visa tracking, tax treaty benefits, annual filings, and notifications.
* Participates in testing of software upgrades.
* Adheres to local, state, federal, and University payroll policies and procedures.
* Prepare standard and specialized payroll reports and journal entries.
* Works with different departments across campus on a variety of payroll or leave issues.
* Works with the campus schools and departments to identify discrepancies between the payroll system and departmental records. Creates processes to implement corrections and corrects records as necessary.
* Performs other duties as assigned.

**Minimum Qualifications**

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

Experience: Three (3) years payroll or tax experience.

Supervisory:

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

Other: May consider a combination of directly related experience and education.

**Knowledge, Skills, and Abilities**

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

Job Code: E1257E

SOC Code: 132011 IPEDS: Business

EEO6 Code: Professional State Code: 9359007

USM eCode: E30126 AAP Code: 3A