***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: **Manager, Payroll Accountant**

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

Sub Family: Accounting - Payroll

**Job Summary:**

Manages the overall University of Maryland, Baltimore (UMB) payroll functions. Oversees the centralized processing of payroll and financial accounting system transactions for UMB. Reviews and revises policies and procedures, and maintains internal controls.

**Essential Functions:**

* Maintains and implements internal controls to safeguard university payrolls and assets.
* Maintains working relationships with the campus schools and departments, the campus technical team, Sponsored Projects Accounting & Compliance, and Human Resource staff.
* Demonstrates in-depth knowledge of federal and state laws and regulations. Manages tax treaty compliance for foreign national employees, students, and independent contractors. Researches and interprets the IRS tax code.
* Meets tight payroll deadlines including year-end closing, payroll processing during holidays, and paycheck distribution.
* Prepares and provides payroll reports and confidential information to Directors, Vice Presidents, and senior management.
* Participates in system upgrades, system enhancements, as well as system testing to ensure applications reach desirable results.
* Develops the payroll team and ensures quality customer service, and efficient processing of payroll.
* Develops end-user system training manual related to payroll and commitment accounting.
* Disseminates information to the campus schools and departments on deadlines, important payroll events, and tax updates.
* Develops and revises payroll related and foreign national independent contractor policies and procedures.
* Performs other duties as assigned.

**Minimum Qualifications**

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

Experience: Six (6) years payroll experience. Experience in a university/government setting and experience with PeopleSoft is preferred.

Supervisory: Two (2) years of supervisory experience.

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: E1259G

SOC Code: 113031 IPEDS: Management

EEO6 Code: Professional State Code: 9359005

USM eCode: E23126 AAP Code: 3A