***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: **Supervisor, Payroll Accountant**

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

Sub Family: Accounting - Payroll

**Job Summary:**

This position is responsible for supervising the day-to-day operations of the centralized University of Maryland, Baltimore (UMB) payroll functions. Responsible for payroll and financial accounting system projects, maintenance and reconciliation of payroll.

**Essential Functions:**

* Supervise assigned staff including training, scheduling and coordinating work, and monitoring and evaluating payroll staff performance to ensure motivation and effectiveness as well as overall productivity in alignment with departmental goals and objectives.
* Provides complex research and is responsible for various system processes and the creation of both standard and specialized reports and verifies that the payroll system is generating appropriate entries.
* Reviews and is responsible for ensuring that payroll documents are accurate, complete, and meet reporting standards.
* Schedules and coordinates workflow between UMB departments, UMB payroll section, and University of Maryland College Park payroll processing.
* Conducts internal audits of payroll records and assists with the most complex audit inquires.
* Analyzes, adjusts, and prepares various journal entries, schedules, and summaries utilized for financial reporting. Responsible for maintaining the payroll database.
* Works with various departments across campus on a variety of payroll or leave issues that are complex in nature and helps identify, document and resolve discrepancies between payroll and department record.
* Ensures that tight payroll deadlines are met and payroll processes maintained in accordance with state, federal, and university guidelines and regulations.
* 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: One (1) years of direct 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: E1263F

SOC Code: 132011 IPEDS: Business

EEO6 Code: Professional State Code: 9359007

USM eCode: E30126 AAP Code: 3A