



TEXAS WOMAN'S
UNIVERSITY™

DATE ISSUED: 03/17
FLSA: Exempt
PTO: VCS

JOB DESCRIPTION

TITLE

Manager, Human Resources Accounting & Reporting

JOB SUMMARY

Performs highly professional work in the area of balancing and reconciling benefits premium reports and reconciliation of liability accounts for payroll. Responsibilities include the application of accepted accounting principles and procedures required in the issuance of reports, the maintenance of accounting records, and in the compilation and analysis of data. Independent thought and judgment is required as well as personal initiative in completing required and assigned tasks. General instruction is provided as needed. Work is performed under limited supervision and performance evaluation is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Executive Director, Human Resources

Supervises: Sr HR Generalist

ESSENTIAL DUTIES - May include, but not limited to the following:

- Answers policy and practice questions for area of responsibility.
- Performs reconciliations for liability accounts and provides accountability for outstanding items.
- Maintains general ledger accounts for each type of deduction and supervises monthly reconciliation of payroll details to those accounts.
- Performs research and journal entries necessary to clear out outstanding items.
- Prepares and posts journal entries to the general ledger for various accounts.
- Prepares routine and specialized financial reports, including those required by State and Federal entities.
- Tracks and reports on Office of Human Resources department budget.
- Manages purchasing and procurement functions for the department.

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- Performs research for Grant Management Office and university departments concerning payroll costing for various accounts.
- Tests and confirms newly installed Oracle patches for impact on functionality in system.
- Conducts website review for accuracy of information and links.
- Performs TRS Member Data & New Hire reporting, Employment of Retirees reporting, TRS Pension and TRS-Care Surcharge reporting, payment calculations, fiscal year file submissions and calendar year additions and changes. ORP monthly payment calculations, reporting, file submissions, research, analysis and adjustments processing.
- Coordinates system upgrades and conversions related to HR accounting and reporting, including but not limited to TRS, HRIS and USAS.
- Manages internal and external audit activities as they may relate to HR Accounting & Reporting.
- Coordinates routine and specialized information sharing with the Office of the Controller and Budget Office.
- Oversees Payroll collection activities.
- Prepares, reports and pays Out of State payroll taxes.
- Provides backup support as needed for various Payroll related functions (i.e. TINS reporting, Federal tax calculation and payment).
- Responsible for development of policies and procedures under area of responsibility and may assist with Human Resources related policies.
- Responsible for establishing job standards for subordinate staff and effectively evaluating staff under charge. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ADDITIONAL DUTIES

- Assists in the compilation and reporting of information in the annual financial reporting conjunction with the Controller's Office.
- Compiles data for analysis, billings, and reports through the use of spreadsheets.
- Performs other duties as requested.

EDUCATION

Bachelor's degree in Accounting, Business Administration, or a related field preferred. PHR/SPHR certification preferred. CPA or CMA preferred.

EXPERIENCE

Five years of substantial, current, and progressively responsible accounting experience within a large human resources or payroll department preferred.

REQUIREMENT

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:

- Ability to plan, direct, and evaluate a complex operation, using human resources, time, funds, and other resources for the accomplishment of long-term and short-term goals of the institution.
- Working knowledge of fundamental accounting principles and methods.
- Working knowledge of the data processing system as it pertains to accounting functions.
- Ability to analyze accounting systems for proper controls and reporting capabilities.
- Ability to analyze accounts, statements and other financial information for accuracy, completeness, and compliance with governing regulations.
- Ability to use word processing software, spreadsheets, and accounting software.
- Working knowledge of office practices and methods.
- Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.
- Ability to provide administrative guidance within area of responsibility, providing direct training and supervision as needed.
- Ability to apply budgetary and fiscal planning techniques within financial constraints.
- Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.
- Ability to integrate resources, policies, and information for the determination of procedures, solutions, and other outcomes.
- Ability to communicate effectively orally, by phone, in person, and in writing.
- Ability to use a personal computer and other office equipment, including other related university software and email.

PHYSICAL DEMANDS

The physical demands described in the Essential Duties and below are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The employee may be required to travel.

WORK ENVIRONMENT

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, harassment, including sexual harassment. Work is normally performed in a typical interior work environment.

SAFETY

TWU promotes a safe working environment. Employees are responsible for completing assigned tasks safely and efficiently, and supervisors are responsible for creating and maintaining a safe work environment. Employees must report any unsafe work conditions or practices, as well as any near-miss incidents, to their supervisor and Risk Management. Supervisors and employees should ensure that injury/accident reports are submitted to the Office of Human Resources and Risk Management within 24 hours of the incident.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: _____ **Date:** _____

Employee Printed Name: _____

Texas Woman’s University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

Texas Woman’s University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, gender, sex, sexual orientation, ethnic origin, age, veteran’s status, or against qualified disabled persons.

All positions at Texas Woman’s University are deemed security sensitive requiring background checks.

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