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| **Job Title:** Payroll and Disbursement Manager | **FLSA Classification:** *(FLSA Federal Law GUIDELINES)*  X Exempt ☐Nonexempt |
| **Reports to:** Chief Financial Officer | **Location:** Austin, TX  Premont Hall/ Main Hall |
| **Department:** Accounting | **Division:** Finance |
| **Employment Category:**  X Full-Time ☐ Part-Time | **Paygrade:** 417  *(EEO & Equal Pay Act of 1963 Guidelines)* |

**PRIMARY PURPOSE OF POSITION**

The Payroll and Disbursement Manager oversees the Payroll and Accounts Payable functions of the university. In this key role, this individual will direct and manage all transactions and operational activities which include accounts payable, travel and expense program, University banking card program, and payroll. Ensure outstanding customer service to both internal and external customers.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

* **Manage the** day-to-day operations of the university's disbursement functions including accounts payable, travel and expense program, university banking card program, payroll, and payroll operations support team.
* **Select, hire, train and evaluate employees to enhance their performance and development.**
* Manage tax compliance within the disbursement function including W-2s, 1099s, 1042s, and 941s and related reporting requirements.
* **Assist with audits to ensure complete, timely and accurate responses to information requests.**
* **Establish and maintain financial controls within the department.**
* **Manage month-end, quarter-end, and year-end financial closings to meet federal, state, local and institutional polices, procedures, and regulations.**
* **Create an environment that fosters process efficient and effectiveness though encouraging ideas for process change.**
* Takes initiative to assist with training the University community on policies and procedures.
* Analyzes, evaluates, designs and implements automated process systems and enhancements to improve disbursement services.
* Analyze extraordinary disbursement problems to determine compliant solutions.
* Reconciles and prepare reports and risk analysis of general ledger liability and expense accounts for payroll, accounts payable, and University banking card program.
* Contribute to the development and ongoing maintenance of University disbursement policies and procedures and assists with communication and enforcement of those policies.
* **Serve as backup for accounts payable and payroll processing.**
* **Manage the reporting and general ledger recording of sales and use tax and unclaimed property for the University.**
* **Other job-duties as assigned.**

**QUALIFICATIONS**

Bachelor's degree in any financial discipline (accounting, business, etc.) or eight years of work experience in related field. Experience working in central office position at an educational institution, hospital, or similar campus environment; Banner experience a plus. Demonstrated knowledge of disbursement regulations and reporting requirements (W2, 941, 1099, 1042S, Sales and Use tax, etc.). Experience in working collaboratively and effectively with widely diverse constituent groups. Strong organizational skills; ability to work under minimal supervision and make independent decisions. Experience with procurement processes and applicable state laws in Texas. Must possess strong written and verbal communication skills and maintain positive working relationships. Must have an unencumbered driver’s license and be insurable by university insurance carrier. Ability to comply with workplace guidelines and attendance requirements. Must have the ability to pass a criminal background check.

**PHYSICAL REQUIREMENTS**

Lifting objects up to 15 pounds may be necessary.

**SUPERVISORY RESPONSIBILITIES**

Disbursement Generalist x2, Lead Disbursement Generalist

*This document describes the general purpose, duties and essential functions associated with this job and is not an exhaustive list of all duties that may be assigned or skills that may be required. I have read and understand my job description and acknowledge that management reserves the right to change or reassign job duties or combine jobs at any time.*

Employee (Print Name): Date:

Employee (Signature): Date:

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|  | HR OFFICE USE ONLY: | |
| **Approved by:** | | *Signature of the person with the authority to approve the job*  *description* |
| **Printed Name of**  **Approver:** | | *Printed name of the person with the authority to approve the job*  *description.* |
| **Date**  **approved:** | | *Date upon which the job description was approved* |
| **Reviewed:** | | *Date when the job description was last reviewed* |