



DATE ISSUED: 01/07
FLSA: Exempt
PTO: VCS

JOB DESCRIPTION

TITLE

Human Resources Sr. Accountant

JOB SUMMARY

Performs highly professional work in the area of balancing and reconciling payroll bank and liability accounts. Responsibilities include the application of accepted accounting principles and procedures to payroll account reconciliation and general ledger account maintenance. Extensive interface with faculty, staff, outside vendors and the controller's office may be required. Independent thought, judgment and personal initiative is required to insure task and project completion within assigned timelines. General instruction is provided as needed. Work is performed independently 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: Manager, HR Accounting

Supervises: No supervisory responsibilities

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

Balances and reconciles various monthly reports.

Performs reconciliations for liability and payroll bank accounts, and provides accountability for outstanding items by comparing Oracle run results, costing, EIS, general ledger and/or agency (TRS/ERS) reports.

Performs research and prepares journal entries necessary to clear outstanding items.

Performs general ledger account maintenance.

Initiates corrections or adjustments to accounts as needed, which may require interaction with other departments including Benefits, Compensation, Payroll, Academic Financial Services, Controllers' Office, etc.

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Compiles data in spreadsheet or other format for analysis by management, the Controller's office, SAO or other entities as deemed appropriate.
Assists in the compilation and reporting of information contained in the annual financial report.
Maintains confidential records and files.

ADDITIONAL DUTIES

Performs other duties as requested.

EDUCATION

Bachelor's degree in accounting or related area with an emphasis in accounting. Additional job related experience/and/or education may substitute for the required education on a year-for-year basis.

EXPERIENCE

Minimum of four years of substantial, current, and progressively responsible payroll accounting experience within a higher education environment is preferred.

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

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.
Working knowledge of office practices and methods.
Ability to establish and maintain effective working relationships with students, faculty, staff, and the public.
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 effectively communicate orally, by phone, in person, and in writing.
Ability to use a personal computer and other office equipment.

PHYSICAL DEMANDS

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The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee must be able to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; talk or hear. The employee must have the ability to occasionally lift and/or move up to 25 pounds. Specific vision abilities include ability to distinguish the nature of objects by using the eye.

WORK ENVIRONMENT

Employees are responsible for performing their duties in an environment that is free from discrimination, intimidation, coercion or harassment, including sexual harassment. Work is performed primarily indoors in an office setting. The noise level in the work environment is low to moderate. While performing the duties of this position, the employee may be required to travel.

SAFETY

Assists in the creation of a culture of safety and environmental protection by performing work safely in accordance with departmental safety procedures. Operates equipment safely and reports any unsafe work conditions or practice to supervisor.

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:** _____

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, sex, sexual orientation, or ethnic origin, age, veteran's status, or against qualified disabled persons.

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