



DATE ISSUED: 09/07
FLSA: Exempt
PTO: VCS

JOB DESCRIPTION

TITLE

Manager, Human Resources Accounting

JOB SUMMARY

Performs highly professional work in the area of balancing and reconciling benefits premium reports and reconciliation of liability accounts for payroll, in addition perform Human Resources generalist duties. 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 the limited supervision of the Director of Human Resources Employee Services 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: Director, Human Resources Employee Services

Supervises: HR Sr. Accountant

PRIMARY 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.
Performs reconciliation for sick leave pool account.
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.

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Performs research for Grant Management Office and university departments concerning payroll costing for various accounts.
Prepares expense reports for members of the Office of Human Resources.
Tests and confirms newly installed Oracle patches for impact on functionality in system.
Conducts website review for accuracy of information and links.
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.

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.
Ability to plan, direct, and evaluate a complex operation, using manpower, time, funds, and other resources for the accomplishment of long-term and short-term goals of the institution.
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.

PHYSICAL DEMANDS

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

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

SAFETY

Supervisors are responsible for the safety of their employees by creating and maintaining a safe work environment. New employees should be provided with safety instruction during the first 30 days of employment and receive, as applicable, annual refresher safety training. Supervisors should operate equipment safely and report any unsafe work conditions or practices to Management or Safety Coordinator. Supervisors should insure that employees work in a safe manner and submit injury/accident reports to the Office of Human Resources within 24 hours of notification.

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: _____

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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.

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