

Director of Payroll and Tax Specialization

Title Details

Title Information

Classification Director of Payroll and Tax Specialization

Grade NC

Working Title

FLSA Status Exempt

Position Class Code 1M170

Full Time Part Time Full Time

Educational and Experience Requirement Bachelor's Degree in Accounting, Business or related field. Minimum of seven years experience in Payroll production and/or management or related finance experience, preferably in higher education. Certified Payroll Professional (CPP) designation preferred. Or a combination of education, experience, and training that would produce the required knowledge and abilities could be considered.

Nature & Purpose of Position Responsible for the accurate and timely production of the university payroll, in addition to all associated state and federal reporting. Directs the activities of the payroll management team.

Primary Responsibilities Directs the activities of the payroll management team as the most senior position in the department. Develops and controls all tasks necessary to accomplish the university's payroll processing objectives, to include relationships with internal and external auditors and state and federal agencies. More than 50% of incumbent's time is spent on payroll strategy, planning, communicating and marketing the payroll function and related services. Performs other related duties as assigned.

Other Specifications Knowledge of finance administration and fiscal accounting; and of the agency's financial program, governmental accounting, budget control methods, policies and procedures, and laws and regulations pertaining to fiscal operations desirable. Ability to supervise staff, to direct complex accounting programs, to budget funds, to set up accounting systems, to interpret laws and regulations, and to apply highly advanced accounting theory. Works closely with state and federal agencies and the Texas State University System (TSUS) office as well as with university employees, departments, directors, administrators and various visitors to the university. This position may be designated as a Campus Security Authority (CSA).

Supervision Given and Received Provides direct supervision of the payroll management team. Works is performed under minimum direction and reports directly to the university Controller.

Hours per week 40

Work schedule M-F

Pass Message Thank you for your interest in this position. The screening and selection process is currently underway and will continue until a successful candidate is chosen. Should review of your qualifications result in a decision to pursue your candidacy, you will be contacted.

Fail Message Thank you for your interest in this position. Based on your responses to supplemental questions, you do not meet the minimum qualifications for this position. Please do not let this discourage you from applying for other positions that interest you.

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