Georgia State University

Job Specification

Job Title: Manager, Payroll Accounting and Reporting

BCAT Code: 09GX25  Effective Date: April 1, 2007
Pay Grade: G17   FLSA Status: Exempt  Revision Date: July 1, 2013

General Description
Oversees the reconciliation of healthcare vendor payments, retirement vendor payments, and payments to vendors of other benefits.

Examples of Duties
- Oversees Accountants to ensure that timely and correct payments are made to optional retirement and supplemental retirement vendors for employee contributions, insurance vendors, courts for garnishments, and child support agencies.
- Oversees the reconciliation of other mandatory payroll deductions, such as payments to courts for garnishments, and child support payments to agencies or individuals.
- Directly supervises Payroll Accountants.
- Oversees the campus paycheck distribution.
- Researches and reconstructs historical records to determine if past notices or payments were correct, and makes recommendations for corrective actions if warranted.
- Processes all accrued liabilities for the fiscal year-end by established deadlines.
- Reconciles and prepares the monthly submission to Teachers Retirement System by the 10th of each month, and the Georgia Defined Contribution Plan by the 7th of each month.
- Prepares the quarterly unemployment report and requests the quarterly unemployment tape.
- Serves as backup for payroll tax accounting functions.
- Works with colleges, unit administrators, and the Grants and Contracts Office to ensure accurate charges to payroll accounts.
- Ensures all voided checks are entered into the system in a timely manner.
- Assists with the preparation of W2s and coordinates the distribution of W2s.
- Performs other duties as assigned.

Knowledge, Skills and Abilities
- Knowledge of University System of Georgia (USG) retirement plans.
- Knowledge of the financial system Spectrum.
- Knowledge of the personnel and payroll system.
- Knowledge of non-resident alien taxation, such as tax treaties, 1042S, and the Federal Insurance Contribution Act (FICA) exemption.
- Knowledge of word processing, spreadsheets, and database software.
- Ability to multi-task in a deadline driven environment.
- Ability to handle highly confidential information with an appropriate level of discretion.

Minimum GSU Hiring Standards
Bachelor’s degree in Accounting, Management, Business or a related field and four years of related experience; or a combination of training and experience. Preferred Qualifications: Advanced degree in Accounting, Finance, or related field. Certified Public Accountant (CPA), Certified Management Accountant (CMA), Certified Payroll Professional (CPP) certification highly desirable.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.