TEXAS DEPARTMENT OF LICENSING & REGULATION
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JOB POSTING
Human Resources
Payroll Officer
Accountant V
$51,624- $63,500.04 annually
$4,302- $5,291.67 monthly

Posting No: 0402-19 **Opening Date: 04/12/19**

Group: B21
Position: 454

Closing Date: 5PM on 04/26/19

Job Description
The Payroll Accountant is selected by and responsible to the Personnel Attorney and performs highly complex accounting work related to employee compensation. Work involves processing payrolls, preparing financial analyses and reports; developing and maintain section procedures and establishing and maintaining payroll records, procedures and controls. May train others. Work is performed under limited supervision with considerable latitude for use of initiative and independent judgment.

Essential Duties
- Administers the compensation function of the agency, to include the preparation and processing of payrolls in compliance with Comptroller of Public Accounts payroll entry and submission requirements.
- Processes payroll transactions and employee status changes in the Centralized Accounting Payroll/Personnel System (CAPPS HR/Payroll).
- Updates payroll/personnel systems for separating employees and coordinates inter-agency transfers.
- Audits payroll deductions, on-boarding of new-hire data, and personnel changes affecting payroll, and any other information necessary to ensure accuracy.
- Performs routine reconciliations of employee payroll and related benefits.
- Prepares reports for submission to various state and federal agencies such as IRS 941, state quarterly FTE and TWC multiple work-site.
- Conducts fiscal year-end roll over, calendar year-end close, including W-2s.
- Assists employees with statement of earnings and other compensation-related documentation.
- Serves as an agency Security Coordinator for CAPPS HR/Payroll.
- Provides professional customer service support to staff, supervisors and managers and responds to all inquiries in a timely and accurate manner.
- Keeps supervisor informed of all emerging payroll issues and offers viable solutions.
- Develops and maintains CAPPS HR/Payroll procedures and assists in writing, revising and/or updating payroll policies and procedures.
- Coordinates with and assists Human Resources staff with payroll related matters, including employment verifications.
- Processes monthly payroll-related reconciliations, i.e. ERS reports, including Retirement, TexFlex and Insurance reports.
- Assists with maintaining compensation files, including information related to employee pay, personnel actions, tax deductions/exemptions, voluntary deductions, child and medical support orders, tax levies, and direct deposit/financial institution account information.
- Researches and responds to requests for payroll-related information by internal and external customers.
- Maintains strict confidentiality of all information related to employee pay and personnel matters affecting the agency and its employees.
- Assists with auditing HR records on a regular basis to ensure compliance with employment laws, policies and procedures.
- Provides assistance with the administration of human resources programs.
- Attends training to stay abreast of current procedures, laws, rules and procedures in human resources and payroll management.

- Complies with division and/or agency training requirements.
- Keeps management appropriately informed of ongoing activity and critical matters affecting the operation and well-being of the agency.
- Demonstrates a spirit of teamwork, offering positive and constructive ideas, encouragement, and support to other members of the staff and team, while upholding the agency's core values.
- Adheres to all Texas Department of Licensing and Regulation Personnel Policies and performs related work as assigned.

Minimum Requirements

Two (2) years' experience in payroll processing required. Experience with state payroll processing preferred. Experience with Centralized Accounting and Payroll/Personnel System (CAPPS) to process payroll strongly preferred. Graduation from an accredited four-year college or university with major course work in accounting preferred. Extensive experience in the use of Microsoft Excel and Microsoft Word is required.

Veterans, Reservists or Guardsmen with an MOS or additional duties that fall in the fields of 018- Personnel Administration, 01-Manpower and Administration, 36- Finance, 44-Legal Support or other related fields pertaining to the minimum experience requirements may meet the minimum qualifications for this position and are highly encouraged to apply. **Additional Military Crosswalk information can be accessed at:** http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_AdministrativeSupport.pdf

Remarks

The successful candidate will have: Knowledge of state governmental accounting, generally accepted accounting principles and procedures, office practices and governmental regulations applying to accounting records; and of State and Federal payroll rules, regulations and laws; Skill in the use of office equipment, computers, and associated software applications including Microsoft Office applications, USPS, Peoplesoft and CAPPS. Skill in understanding the organizational structure of the department, key individuals, and assigned roles and responsibilities. Ability to plan and coordinate the compensation program and interpret/apply accounting theory to difficult or complex transactions; to work accurately with numerical detail; and to analyze, consolidate and interpret accounting data. Ability to communicate clearly and effectively, both verbally and in writing to external and internal customers; to work under stress during peak workload periods; and, to work efficiently and independently in a dependable, organized and productive manner in order to plan and arrange workload to meet schedules and deadlines. Ability to work as a team member in a courteous and effective manner; to interpret and implement existing laws, regulations or rules for the agency; and, to accurately follow instructions. Ability to plan and arrange workload tasks to meet schedules; to recognize and analyze problems and make recommendations for solutions; and, to analyze, consolidate, and interpret accounting data.

Applications may be downloaded from the Work in Texas web site at http://www.twc.state.tx.us/jobs/gvjb/state-texas-application-employment.html#applicationForm Mail, e-mail or fax applications to: TDLR, Human Resources Office, P.O. Box 12157, Austin Texas 78711, Fax (512) 475-3377, E-mail Human.Resources@tdlr.texas.gov. **Resumes will not be accepted in lieu of State Applications**. **Applications not completely filled out may be rejected. Only typed applications will be considered.**

This job is not covered by the Fair Labor Standards Act (FLSA).

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

TDLR provides a total compensation package that enables us to attract, motivate, and retain highly skilled and talented employees, including a merit system, full use of salary ranges, performance awards, retention and recruitment bonuses.

TDLR participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization.

In compliance with the Americans with Disabilities Act (ADA), TDLR will provide reasonable accommodation during the hiring and selection process for individuals with a disability. If you need assistance completing the application, contact TDLR Human Resources at 512-463-7184. If you are contacted for an interview and need accommodation to participate in the interview process, please notify the person scheduling the interview.