

Ball State University
Professional Position Description

Position #: 103744

Department: Office of University Controller

Dept Code: 133010

Position Title: Payroll and Investment Accountant

Reports To: Assistant Controller

Contract Type: Professional--Cont Contract (P1)

Revision Dates: 8/2012; 8/2014; 1/2015

Exempt1: Learned Professional

Exempt2:

Direct Reports: None.

Position Function:

Monitor and maintain all university payroll general ledger accounts; perform reconciliation and analytical reviews monthly; communicate and follow up on reconciling items timely; provide customer service to various offices (Controller, Payroll and Employee Benefits, Business Affairs, Internal Audit) on payroll accounting related inquiries; work with Tax Director on payroll tax compliance issues, including tax withholding analysis; perform daily cash and investment duties for the university's operating funds, provide support and assistance in providing information for Retiree Health and Life Insurance Financial Reports.

Duties/Responsibilities:

1. Maintain all payroll general ledger accounts by preparing all monthly, quarterly and annual payroll reconciliations and analytical reviews, including account analysis and reviewing accounting entries for approximately 40 payroll related accounts.
2. Identify and recommend adjusting journal entries to correct account discrepancies identified during the reconciliation process, maintain detailed supporting documentation relating to each reconciliation; provide accounting guidance and expertise to the payroll office regarding the types of JV entries that should be completed.
3. Maintain detailed standard operating procedures relating to the preparation and review of payroll reconciliations to include reconciliation process, reports (Banner/Argos etc.), review and correction of payroll feeds, and other payroll data.

4. Recommend payroll accounting process improvements; provide support in the coordination and maintenance of the automated payroll feeds/general ledger interface; provide training to payroll personnel; liaise with Financial Information Systems, Office of the Controller, Office of HR/Admin Services, and Director of Payroll and Employee Benefits regarding recommended payroll accounting and reporting enhancements to protect the accuracy and integrity of payroll information and systems.
5. Produce a monthly report providing a status of the reconciliations completed; lead quarterly meetings or more frequently as needed with Assistant Controller, Controller, Associate Vice President of HR, and Director of Payroll and Employee Benefits to discuss and resolve any outstanding issues or reconciliation concerns.
6. Liaise with internal/external auditors, finance and/or payroll and benefits staff to respond to audit and project requests, accounting preparations for year-end closing, to include preparing year-end journal entries and accruals, preparing financial reports and statements and coordinating payroll audit activities.
7. Work with Tax Director on payroll tax compliance issues, including but not limited to compilation and analysis of tax withholding weekly, monthly, quarterly, and annually in preparation for state and federal tax deposits and filings.
8. Stay abreast of changes to payroll and cash/investments policies and procedures.
9. Perform daily cash and investment duties as needed to ensure internal controls are maintained within the university's cash and investment procedures.
10. Provide support and assistance in gathering information and completing analysis for the Retiree Health and Life Insurance Plans and their related trust investments.
11. Perform other related duties as assigned.

Minimum Qualifications:

Education: Bachelor's degree in accounting or related financial field.

Experience: At least two years of financial accounting, fund accounting, or audit experience.

Other: Superior proficiency with Excel; excellent problem solving skills; ability to communicate difficult concepts; ability to work independently as well as contribute as a member of a team; must be analytical, highly organized, and detail oriented; ability to learn new software applications.

Additional Preferred Qualifications:

Education: Bachelor's or master's degree in accounting or related field with an emphasis in accounting; CPA.

Experience: Experience in processing payroll.

Other: Knowledge of Banner Finance and HR/Payroll modules; demonstrated proficiency in MS Access.