UNIVERSITY OF CALIFORNIA, RIVERSIDE
INVITES APPLICATIONS FOR THE POSITION OF

PAYROLL ACCOUNTANT

About UC Riverside:
In the Heart of Inland Southern California, UC Riverside is located on nearly 1,200 acres near Box Springs Mountain in Southern California, the park-like campus provides convenient access to the vibrant and growing Inland region. The campus is a living laboratory for the exploration of issues critical to growing communities — air, water, energy, transportation, politics, the arts, history and culture. UCR gives every student the resources to explore, engage, imagine and excel.

At UC Riverside we celebrate diversity and are proud of our #4 ranking among the nation for most diverse universities (US News and World Report 2011). Become part of a place that fosters success for all its constituents, students, faculty, and staff, and where work/life balance and campus culture are integral to our way of life. UCR is ranked 41st among top public universities (US News and World Report 2011) and is an affirmative action and equal opportunity employer, with a commitment to workforce diversity.

About Financial Services:
The Financial Services division provides prompt and reliable accounting and payroll services, ensures accurate financial information and reporting, and complies with applicable laws, regulations, policies and procedures. In support of our mission, we promote and improve the effectiveness and efficiency of our operation by working closely with the campus community and Computing & Communications to improve applications and reporting tools through participation in various workgroups and committees; developing and participating in training/workshops to disseminate information on our applications, tools, policies and procedures; leveraging technology to ensure financial information is readily accessible and available; and contributing to the control environment through interactions with the campus community.

Essential Functions:
Under the general supervision of the Payroll Supervisor, the Payroll Accountant provides payroll consultation to UCR Career Staff employees (approximately 2,500) and their departments which includes interpreting campus policy and procedures, federal laws and state regulations. The Payroll Accountant monitors transactions and processes ensuring appropriate internal controls are maintained. This position is responsible for the reconciliation of complex payroll balance sheet accounts and statements, and reconciliation of benefit liability accounts. This position also prepares and presents training for Payroll/Personnel System classes. Most of the duties in this job description will change when UCR transitions to University of California Payroll, Academic Personnel, Timekeeping and Human Resources (UCPath) system in 2015.

Key Responsibilities Include:
Provide Technical Oversight and Audit for Campus-Wide Career Staff Employees (approximately 2500 employees):

- Analyze, interpret and determine the application of UCR Payroll/Personnel System (PPS) policies/procedures and Personnel Policies.
- Provide payroll support to UCR employees and departments.
- Advise University departmental staff and employees with payroll related accounting issues and direct them to the appropriate policies and procedures.
- Advise and assist University staff and employees with questions regarding the interpretation of accounting procedures and policies; resolve non-routine situations to ensure consistency with established policies.
- Review the employee database for data inconsistency and coordinate corrections as necessary.
- Determine eligibility for social security coverage, retirement coverage, benefits, etc.
- Update employee data changes on the Payroll/Personnel System (PPS) as necessary.
- Assist departments with payroll expenditure transfers and adjustments.
- Enter/Update hours and all pertinent data on PPS to calculate the final pay for employees that are separating; and generate check request to produce the final pay check.
- Identify opportunities to streamline processes and/or improve controls.
Key Responsibilities Continued:

Payroll Audit and Reconciliations:
- Assist in auditing and reconciliation of PPS control reports (e.g. over maximum, over hours). Coordinate resolution with appropriate departmental personnel.
- Assist in the verification and correction of errors on the Monthly Current (MO) and Bi-Weekly (BW) time reporting worksheet edit lists.
- On a monthly basis, reconcile statement from insurance carriers regarding underpayment and overpayment of premiums through Benefit Reconciliation Reports. Resolve issues involving retroactivity, billing and/or refunds as required.
- Prepare semi-annual reconciliation of benefit liability accounts for submittal to UCOP.
- Prepare deletions and direct deposit rejects for monthly payroll cycles and prepare necessary corrections.
- Audit and process cancellation, overpayment and hand drawn checks.
- Process local rush checks or check re-writes for career staff employees.
- Prepare reconciliation of benefit balance sheet accounts on a monthly basis.
- Reconcile various other payroll-related balance sheet accounts and process corresponding monthly journal entries (e.g. Supplemental Home Loan, University Club, Home Rental, and Employee Emergency Loan).
- Initiate and respond to inter-campus financial journals for career staff salary charges.

Other Payroll:
- Process inter-campus transfer documents for career staff employees.
- Responsible for the preparation of the Payroll system calendar and control file run specification forms that control pay cycles and holidays for check writes.
- Maintain Direct Deposit (Surepay) Bank Table by adding, changing and deleting banks from the table; monitor the enrollment of employees into direct deposit; correct errors that result from this enrollment process. Audit AYSO direct deposit errors.
- Journal net pay returned to the University from the direct deposit process to appropriate FAUs.
- Research and schedule for delete, duplicate Employee Identification Numbers.
- Print and mail W-4/DE forms for employees who are required by law to be reported to the State of California's EDD.
- Calculate principal and interest on employees' promissory note loans and enter/update them on PPS.

Training and Development:
- Provide training on accounting procedures for Payroll/Personnel issues specific to University staff.
- Prepare, update and present the Payroll/Personnel on-line system (PPS) training that includes instruction on data entry based upon the University's payroll and personnel requirements.
- Provide instruction to departmental PPS preparers and reviewers on their responsibilities related to the update of employee's personal, payroll and personnel information within the employee database.
- Advise University staff and employees with questions regarding the payroll process, transaction activity, general ledger reconciliation, distribution of payroll expenditure, payroll audit record and record of earnings.
- Coordinate scheduling of PPS training classes.

Other Duties:
- Serve as backup for academic payroll desk.
- Serve as back up for the catastrophic leave program.
- Assist in the transition to UCPath
- Other duties and special projects as assigned.
Minimum Requirements:

- Bachelor's degree in Accounting or related field and two years of experience in accounting; or an equivalent combination of education and experience.
- Substantial, progressively responsible, recent experience as a payroll accounting professional including a experience with a large, complex, automated payroll system used in conjunction with an automated financial system.
- Successful experience formally reconciling complex balance sheet accounts and statements as well as independently researching and resolving discrepancies.
- Knowledge of internal controls and evaluating potential risk.
- Demonstrated experience querying, extracting and analyzing data utilizing PC based tools.
- Demonstrated advanced skills using personal computers including experience using Microsoft Office products (Word, Excel, Outlook and PowerPoint).
- Demonstrated experience effectively interpreting and communicating complex policy and procedures (both orally and in writing) using tact and diplomacy.
- Ability to provide superior customer service on an on-going basis to all customers. Excellent organizational and database management skills with a detail and accuracy-oriented work ethic and ability to maintain confidentiality in all payroll matters.
- Ability to organize and prioritize workload to ensure multiple deadlines are met.
- Demonstrated experience preparing journal entries that are in compliance with GAAP and institutional requirements.
- Demonstrated experience formulating logical and objective conclusions, developing solutions, and communicating recommendations diplomatically and skill in communicating effectively both orally and in writing.
- Successful experience in analyzing and interpreting complex policy, materials and data.
- Ability to perform mathematical calculations (e.g. ratios, percentages, averages) quickly and accurately. Skill in negotiating and exchanging ideas, information and opinions with others to develop solutions.
- Excellent writing skills to independently compose letters, memos, emails and reports for a variety of audiences, using correct spelling, grammar, punctuation, composition, and text editing.
- Successful completion of U.S. Dept. of Justice background investigation.

Preferred Qualifications:

- Masters degree in Business Administration or related field.
- Successful completion of the University of California PPS Entry/Update class.
- Demonstrated experience with the UCR Financial System (UCRFS), UCRFSTotals, and SuperDOPE.

Conditions of Employment:

This is a full-time, career position. The standard work schedule is Monday - Friday, 8:00 a.m. to 5:00 p.m. The budgeted annual starting salary range for this position is $40,159 - $61,230. All UCR employees are required, as a condition of employment, to successfully complete a background investigation through the U.S. Dept. of Justice.

Benefits of Belonging:

We offer a comprehensive compensation and benefits package. For information about our generous employee benefits package, please visit our website At Your Service: http://atyourservice.ucop.edu/employees/new_employee/orientation.html.

Application Instructions:

To apply for this position, please click the HR JOBS link at the bottom of this page, if you are viewing this flier on the UCR Finance and Business Operations website. You may also apply for this position by visiting our website http://jobs.ucr.edu and selecting the browse jobs link. The Payroll Accountant position number is 201303217628.

Filing Date: Open Until Filled