



TEACHER RETIREMENT SYSTEM OF TEXAS  
invites applications for the position of:

## Employee Payroll and Benefits Manager (1603/Manager IV/B25/Exempt)

**SALARY:** \$5,155.58 - \$6,833.34 Monthly

**OPENING DATE:** 07/22/14

**CLOSING DATE:** Continuous

### GENERAL DESCRIPTION:

The Employee Payroll and Benefits Manager performs advanced (senior-level) payroll accounting and benefits coordination work. Work involves managing a team of payroll and benefits specialists, overseeing the processing and reconciliation of employee payrolls, coordinating the agency employee state benefit programs, and providing payroll and benefits program oversight. Works under limited supervision with considerable latitude for initiative and independent judgment. Plans, assigns, and supervises the work of others. This position reports to the Director of General Accounting and Budget.

### ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:

#### Management

- Manages the employee payroll and benefits team operations and staff, including direct supervision, performance evaluation, and hiring of staff.
- Monitors team work loads and work processes, and takes corrective actions as needed to ensure that all operations are covered and productivity, customer service, and quality goals are met.
- Assesses the training needs of team members and arranges for or develops and provides training, coaching, and technical assistance.
- Provides training and technical assistance to agency staff on payroll and benefits policy, procedures, and related issues.
- Develops and/or revises policies, processes, procedures, and systems.
- Ensures compliance with applicable federal, state, agency, and department policies, procedures, rules, and regulations.

#### Payroll

- Oversees processing and reconciliation of employee payrolls, including regular, hourly, overtime, excess benefit payee, lump sum payouts, reversals, and reissues.
- Interprets and applies Internal Revenue Service (IRS) withholding regulations and State Comptroller accounting and payroll/personnel procedures for the submission of employee payrolls.
- Researches and reconciles payroll discrepancies to ensure proper payment of wages and withholding of payroll deductions for benefits and taxes.
- Oversees processing payroll trial balances with the state's automated payroll system prior to final submittal of payrolls for processing through the State Comptroller.
- Researches, compiles, and analyzes reports for management relating to payroll, employee time and leave utilization, and benefit deductions/costs.
- Collaborates with financial accountants in resolving general ledger balance problems by researching payroll records to identify problems.
- Develops and maintains controls to ensure proper payroll deductions for deferred compensation, flexible benefits programs, child support payments, IRS levies, and other deductions; and ensures proper distribution of money collected.
- Ensures termination of separating employees from the payroll systems.
- Supervises the preparation, reconciliation, and distribution of annual W-2 statements and the reporting of tax related distributions to the IRS.

- Verifies staff employment status and/or salary inquiries from various external sources.

### **Benefits**

- Oversees the agency's employee state benefit programs, such as employee group insurance, deferred compensation, and Texflex benefits.
- Audits the entry of new employee information.
- Plans and organizes the annual open enrollment period and vendor fairs.
- Maintains employee retirement contribution data and provides required information for retirement processing, annual employee contribution statements, and balancing of the employee retirement contribution sub-ledger.

### **Payroll & Benefits Program Oversight**

- Serves as a subject matter expert on various aspects of employee payroll and benefits, and assists with system testing, analysis, and process improvement.
- Participates on accounting related committees and special projects as assigned, including assisting with the financial system replacement (FSR) implementation efforts.
- Researches, explains, and/or resolves payroll, leave accounting, and benefits related questions, issues, and problems to agency staff, Comptroller's Office, Employee Retirement System, and the State Auditor's Office.
  
- Performs related work as assigned.

## **MINIMUM QUALIFICATION REQUIREMENTS/LICENSES AND CERTIFICATIONS:**

### **Education:**

- Bachelor's degree from an accredited college or university.
- High school diploma or equivalent and additional full-time professional experience in payroll, benefits, accounting, financial analysis, or other position requiring compilation, reconciliation, and analysis of detailed financial information may substitute for the required education on an equivalent year-for-year basis.

### **Experience:**

- Six (6) years of full-time progressively responsible full-cycle payroll management experience, including three (3) years of experience with payroll accounting and/or benefits coordination in a Texas state agency.
- Four (4) years of experience leading, supervising, or managing professional staff. (Experience may be concurrent.)

### **Registration, Certification, or Licensure:**

- None.

### **Preferred Qualifications:**

- Associate's or Bachelor's degree in accounting, finance, or a related field.
- Certification as a Certified Payroll Professional (CPP) and/or Certified Benefits Professional (CBP).

## **KNOWLEDGE SKILLS AND ABILITIES/PHYSICAL REQUIREMENTS:**

### **Knowledge, Skills and Abilities**

#### Knowledge of:

- Accounting and business concepts and terminology relevant to employee benefits and payroll accounting.
- State of Texas employee payroll accounting statutes, policies, procedures, processes, and systems, including the Uniform Statewide Payroll System (USPS).
- Texas Unified Group Insurance Program (UGIP), deferred compensation, and other benefit programs

administered by the Employee Retirement System, including the Integrated Employee Benefits System (IEBS) and relevant federal and state laws, regulations, policies, and procedures.

Skill in:

- Analyzing detailed accounting records, troubleshooting associated problems, and interpreting and applying applicable laws, policies, and procedures.
- Managing, organizing, and motivating staff to meet productivity and quality goals and objectives.
- Planning, organizing, and prioritizing work assignments to manage a high-volume workload in a fast-paced and changing environment, meeting frequent and/or multiple deadlines, and managing conflicting priorities and demands.
- Accurate use of a ten-key calculator by touch.
- Using a computer in a Windows environment with Microsoft Office word processing, spreadsheet, and other business software, including accurately entering alpha/numeric data.
- Effective written and verbal communications, including explaining complex information to others in an understandable manner, and writing clear and precise policies, procedures, and correspondence.
- Providing quality customer service.

Ability to:

- Ability to establish and maintain harmonious working relationships with co-workers, agency staff, and external contacts.
- Work effectively in a professional team environment.

### **Physical Requirements and/or Working Conditions**

Work is performed in a standard office environment and requires:

- normal cognitive abilities including the ability to learn, recall, and apply certain practices and policies;
- marginal or corrected visual and auditory requirements;
- constant use of personal computers, copiers, printers, and telephones;
- the ability to move about the office to access file cabinets and office machinery;
- frequent sitting and/or remaining in a stationary position; and
- the ability to work under deadlines, as a team member, and in direct contact with others.

### **Workforce Expectations**

Must be able to:

- regularly, reliably, and punctually attend work;
- work extended hours as necessary;
- travel occasionally for work assignments and trainings;
- show flexibility and adaptability toward changes in assignments and work schedules;
- adhere to the agency's internal management policies and procedures; and
- exhibit work behaviors consistent with agency core values.

### **TO APPLY:**

Submit an online application at [governmentjobs.com](http://governmentjobs.com) by 5:00 p.m. on the closing date. Applications will be screened for minimum qualifications. Skill demonstrations or work simulations may be part of the selection process. Top candidates will be contacted for further consideration. Finalists who document college/university or special coursework to meet the minimum qualifications will be required to submit copies of transcripts or diplomas at the time of interview. Only internal applicants and applicants who are interviewed will receive notification of application results. Please contact Human Resources if you require accommodation during the application process.

Please Note:

- The application, resume, and any other accompanying documentation may be subject to disclosure by TRS upon receipt of a request under the Texas Public Information Act.
- Due to the nature of TRS business a criminal background investigation will be conducted prior to an offer of employment.

The State of Texas requires all male candidates ages 18 to 25 to show proof of selective service registration (or exemption) upon hire.

- The U.S. Immigration Reform and Control Act of 1986 requires new employees to present proof of identity and eligibility to work in the United States.
- For detailed information about the benefits of working at TRS, view the employee [benefits page](#).

TRS is committed to the principles of equal employment opportunity and workforce diversity.

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APPLICATIONS MAY BE FILED ONLINE AT:  
[governmentjobs.com](http://governmentjobs.com)

1000 Red River Street  
Austin, TX 78701  
512-542-6557

[HR-Recruiters@trs.state.tx.us](mailto:HR-Recruiters@trs.state.tx.us)

Position #14-000075  
EMPLOYEE PAYROLL AND BENEFITS MANAGER (1603/MANAGER  
IV/B25/EXEMPT)  
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### Employee Payroll and Benefits Manager (1603/Manager IV/B25/Exempt) Supplemental Questionnaire

- \* 1. Do you have at least six (6) years of full-time accounting, financial analysis, or related experience requiring compilation, reconciliation and analysis of detailed financial information?

Yes  No

- \* 2. Do you have at least four (4) years experience leading, supervising, or managing professional staff?

Yes  No

- \* 3. Do you have an Associate's or Bachelor's degree in accounting, finance, or related field?

Yes  No

- \* 4. Briefly describe your experience in performing advanced payroll accounting and benefits coordination work.

\* Required Question