

# Payroll Accountant

## Position Summary

The Payroll Accountant is a vital role designed to provide leading payroll accounting services to support the University of Virginia and Health System. This position is responsible for delivering high quality payroll accounting activities, including accurate and timely payroll sourced General Ledger and Labor Distribution data, assisting with monthly closing activities, producing cost center analysis data and Payroll Services operating budget support, providing account reconciliations and required Journal Entries (JEs), serving as the lead resource for internal audit requests, and handling all case management tickets requiring accounting inquiries. The incumbent will report to the Payroll Services Manager and will not have any direct reports.

## Responsibilities and Duties

- Ensure accurate and timely recording of payroll costs to the general ledger
- Responsible for all SLA and KPIs related to payroll accounting activities
- Prepare required journal entries
- Reconcile payroll accounts
- Serve as the point of contact and Payroll Services lead for Labor Distribution data
- Oversee escheatment process
- Ensure regularly scheduled review and auditing of payroll GL accounts to finance general chart of accounts
- Provide Payroll Services operating budget administration support
- Function as the Point of Contact and lead for responding to all Internal and External audits. In addition, create and maintain an audit ready environment
- Provide feedback to Manager, Payroll Services for ongoing process improvement and knowledgebase development
- Serve as the Point of Contact and resolution agent for all case management inquiries related to Payroll Accounting

## Functional Area Outcomes

- Provide accurate payroll data
- Deliver exceptional customer experience, resulting in high customer satisfaction
- Manage responsive, accurate, and timely resolution for common Payroll inquiries
- Ensure secure handling of confidential information

## Knowledge, Skills and Abilities

- Commit to best in class customer service experience for the University and Health System
- Possess strong written, verbal and interpersonal skills
- Apply sound judgment and discretion with sensitive information
- Proficiency with new technologies
- Commit to continual process improvement
- Possess a positive, team-oriented approach to service delivery
- Navigate, interpret and articulate complex policies and procedures

## Required and Preferred Qualifications

**Required Experience:** 3 years of relevant experience

**Required Education:** Bachelor's degree

**Preferred Computer Applications:** Workday or other HRIS SaaS based software, Microsoft Office

---

### PAYROLL MARKET RANGE

**Minimum: \$48,755**

**Midpoint: \$63,398**

**Maximum: \$78,000**