

UNIVERSITY *of* DALLAS

Job Number: 13881UD

Office of Finance Coordinator – Payroll/AP

Date Posted: September 14, 2023

WHO WE ARE

The University of Dallas is a Catholic university that seeks to educate the whole person, encouraging its students to pursue wisdom, truth, and virtue as the proper and primary ends of education. We have consistently ranked as one of the top regional universities in the country. All employees are expected to understand and support the [Mission](#).

JOB DESCRIPTION

UD is currently seeking an Office of Finance Coordinator responsible for serving as the lead to the Business Office supporting the Payroll and Accounts Payable functions. This position will utilize University systems such as Banner and Argos to complete assigned duties.

PRIMARY RESPONSIBILITIES

Payroll Coordinator:

- Maintenance of the bi-weekly and semi-monthly payroll system in Banner including the addition and deletion of employees and students from the payroll system (EAFs and EPAFs).
- Process and monitor the Web-time entry system, monitor electronic time sheets and leave forms; enter data and print pay checks, if applicable. Payrolls include: bi-weekly staff and bi-weekly student.
- Execute direct deposits.
- Withhold and remit retirement contributions, withhold employee insurance premiums and FSA contributions and update leave account balances. Withhold garnishments (i.e., child support, tax levies, student loans, bankruptcy, etc.)
- Work with department supervisors, human resource office, provost and financial aid offices to facilitate seamless payroll transactions.
- Ensure compliance with payroll policies, practices and wage and hour laws.
- Answer employee and student questions about withholding, tax rates, payroll calculations and Web Time Entry.
- Prepare journal entry transactions associated with the Bi-Weekly and Semimonthly payroll.
- Assist in the quarterly form 941 tax return preparation. Assist in the preparation and issue year end W-2's.
- Prepare general ledger reconciliation of Payroll accounts needed including Banner account reconciliations.
- Assist with year-end audit functions via report creation such as lists and summary calculation.
- Performs other duties as assigned.

UNIVERSITY *of* DALLAS

AP Coordinator

- Analyze and process invoices, check requests, and travel expense reports in accordance with University policies and procedures.
- Review and audit invoices and Check Request Vouchers (CRVs) for characteristics as outlined in University policies and procedures
- Research and resolve invoice errors, accounting, budget, and policy issues with internal and external clients
- Audit employee expense reports for compliance with company policies and regulations.
- Communicate and ensure compliance with internal controls, accounting policies, and regulations
- Monitor outstanding invoices and purchase orders for payment, diligently follow up on any outstanding payment items to ensure timely payments to vendors
- Resolve payment discrepancies with vendors
- Perform ongoing document management for AP and other transactions within the Office of Finance.

OTHER FUNCTIONS

- This job description is not to be construed as an exhaustive statement of duties, responsibilities or requirements. Employees may be required to perform other job-related duties as requested by the supervisor, subject to reasonable accommodation.
- All employees are responsible for compliance with published university policies and procedures, including but not limited to requirements detailed in the most current employee handbook.
- Other duties as assigned to ensure the efficient and effective operation of the Business Office.

MINIMUM REQUIREMENTS

- Associate's degree appropriate to the position.

PREFERRED QUALIFICATIONS

- 3 years of Payroll/AP Experience preferred

ADDITIONAL INFORMATION

- Ability to communicate effectively, both orally and in writing.
- Ability to respond quickly and efficiently to the needs and requests of others.
- Ability to work independently while managing multiple deadlines.
- Proficiency with MS Office applications.
- Advanced Excel capability.
- Ability to develop proficiency in and effectively utilize Banner and Argos.

UNIVERSITY *of* DALLAS

BENEFITS

UD provides competitive pay and benefits, including eligibility to participate in medical, dental, vision, life and disability insurance; employee events; a health and wellness program; a free fitness center; competitive leave programs; tuition waiver, tuition exchange for employees and their families; and matching retirement plan contributions.

If this sounds like the job for you, apply online at: <https://hr.udallas.edu/apply/>

The University of Dallas seeks to recruit, develop, and retain faculty, staff and administration of the highest caliber.

The University is an Equal Opportunity Employer, and encourages applications from female and minority candidates and others who will enhance our community and advance our Mission.