



Job Title	Director, Human Resources Accounting	Job Code	HR0112
Pay Plan	A&P	Pay Grade	22
Union	Non-Union	FLSA Status	Exempt
Job Family	Human Resources	Union Code	0
		Subfamily	Human Resources Administration

Job Family & Subfamily Summary

Human Resource Professionals provide human capital services for an inclusive University workforce for both current and prospective employees through compliant programs and policies.

Human Resource Administration Professionals provide leadership to various units within Human Resources operations.

Job Summary

Establishes and manages the human resources budget, budget system, and the internal accounting processes. Contributes to developing or recommends changes to accounting-related policies and procedures.

Representative Duties

1. Budget

- Establishes, monitors, manages, and maintains all necessary budgets for the department
- Communicates consistently with senior HR management on the status of all budget categories to include encumbered funds, disbursement of funds and availability of the various department funds
- Develops and prepares the annual budget and provides budgetary forecasting with relevant input

2. Purchases and Expenditures

- Oversees and reconciles HR department purchasing and other expenditures
- Prepares, maintains, and monitors benefits accounting
- Processes all travel for the department staff
- Verifies and controls all interdepartmental charges from various university auxiliaries, such as monthly telephone reports, computer services, postal and print shop services
- Administers billing and collections procedures for other departments, colleges, and divisions with regard to shared HR services

3. Financial Statements and Reports

- Oversees the preparation of required financial statements and reports for internal/external reporting
- Reviews and reconciles departmental accounts to ensure all expenditures and revenues are properly classified on financial statements

4. Policies and Procedures

- Assists in the development of accounting and business policies and procedures
- Recommends changes to improve existing accounting procedures, as needed
- Assists in developing new fiscal administrative procedures

Education, Experience, Skill Requirements

	Required	Preferred
Education Level	Bachelor's	Master's
Certification(s)		
Licensure(s)		
Work Experience		
8+ years of relevant work experience 3+ years of leadership experience		
Additional Requirements		

Physical/Environmental Demands

Standard office environment with no unique physical demands

This general outline illustrates the type of work that characterizes the job. The statements in this job description are not intended to be an exhaustive list of all duties, responsibilities and qualifications required of the job.