



Imagine Enterprises - FMSA Payroll Specialist

The FMSA Payroll Specialist performs and oversees payroll processing for the direct support staff and contractors of Consumer Directed Services Employers, eligible for Medicaid services through Texas Health and Human Services.

Duties & Responsibilities:

1. Lead the FMSA payroll function holding accountability and responsibility for completion, compliance and employee questions.
2. Oversee and process bi-weekly payroll for 600 or more employees under the Consumer Directed Services-Financial Management Services Agency function.
3. Coordinate with Imagines' Chief Financial Officer to provide CDS payroll data to be included in the financials and to insure we retain a positive bank balance. Also assist with additional financial reports and the company audit.
4. Prepare special reports by collecting, analyzing and summarizing information and trends.
5. Protect operations by keeping financial and client information confidential.
6. Prepare financial data and participate in HHSC, TWC and IRS audits.

Essential Qualifications:

Demonstrated payroll experience

Knowledge of payroll processing, laws and regulations including aggregate filing to IRS for all employer taxes; employee's W2; SUTA filing to Texas Workforce Commission for household employees; employee garnishments; EFTPS – FUTA, 941 and 940

Intermediate to advanced Excel and data manipulation. Inputting vital information in specialized software, specific to Imagine's FMSA system and HHS audit requirements.

Analytical and problem-solving skills

Excellent communication, negotiating and interpersonal skills.

Exceptional time management, prioritization and organizational skills. The employee must possess excellent self-management and customer support skills.

The Payroll Specialist assists with essential CDS functions including:

- a) Reconciliation by service date between billing and payment.
- b) Review and updates of the annual budgets for each of the CDS Recipients.
- c) Respond to employer inquiries.
- d) Problem solving payroll and employee discrepancies.
- e) Become familiar with HHSC systems, such as the CARE billing system, managed care organizations or client individualized budgets.

Work Environment

The employee performs the duties of this job in their home office, connected to coworkers and customers through electronic and digital means.

Supervisor: Cheryl Harris, Chief Operating Officer, Consumer Directed Services

For more information: cherylharris18@comcast.net or call 832-563-0661.