
Auburn University Job Description

Job Title: **Asst Mgr, Payroll**

Job Family: No Family

Job Code: **KA41**

Grade HR10 \$54,800 - \$93,200

FLSA status: Non-exempt

Job Summary

Assists in the management of the payroll functions for Auburn University and Auburn University-Montgomery to ensure timely completion, accurate account, and compliance with all applicable laws.

Essential Functions

1. Assists in the management and direction of the daily operation of the payroll department, to include accurate and timely payroll processing for 3 pay frequencies, as well as accurate and timely submission of deductions to vendors and banks.
2. Communicates with University employees to inform and advise about confidential matters, policies, procedures and regulations in regards to payroll.
3. Serves as backup to and assists the Payroll Manager with IRS tax deposits, policy development and interpretation, establishment of payroll calendars/schedules, and performance reviews for Payroll Specialists. Manages the department in the absence of the Payroll Manager.
4. Oversees the training of new payroll employees and others that are involved in the payroll process; supervises the Payroll Specialists; conducts payroll and benefits related training to university employees.
5. Oversees the conversion of paper records to electronic format for the payroll department, to include supervising student employees.
6. Ensures accurate application of taxable benefits and taxation of vehicles; calculates voids, manuals and overpayments and processes them through the payroll system to ensure W-2s and tax reports are correct.
7. Serves as secondary line of command for escalated payroll related items.

Supervisory Responsibility

Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.

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Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	High School	High School diploma or equivalent
Experience (yrs.)	8	Payroll processing including handling deductions, taxes, remittances and tax reporting.

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

Minimum Required Knowledge

Knowledge of payroll and benefit policies and procedures, DOL regulations, Section 125, Circular E and State withholding; payroll and timekeeping systems.

Certification or Licensure Requirements

None Required.

Physical Requirements/ADA

No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires sitting, talking, hearing, handling objects with hands, .

Job occasionally requires standing, walking, reaching, and lifting up to 10 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 1/29/2016
