AUBURN
Human Resources

Dir, Payroll

Job Description

JOB INFORMATION

Job Code	KA33
Job Description Title	Dir, Payroll
Pay Grade	HR14
Range Minimum	$97,760
33rd %	$127,080
Range Midpoint	$141,750
67th %	$156,410
Range Maximum	$185,740
Exemption Status	Exempt
Organizational use restricted to the following divisions	111 AVP, Human Resources
Approved Date:	9/10/2026 11:04:56 AM

JOB FAMILY AND FUNCTION

Job Family:	Human Resources
Job Function:	Payroll

JOB SUMMARY

This position provides strategic leadership and direction for all payroll operations serving Auburn University and Auburn University at Montgomery. Responsible for the development, administration, compliance, and continuous improvement of payroll services, timekeeping administration, payroll systems, taxation, reporting, and related processes. Ensures accurate and timely payroll delivery while maintaining compliance with federal, state, and local regulations and aligning payroll operations with institutional objectives.

RESPONSIBILITIES

- Directs payroll operations for Auburn University, Auburn University at Montgomery, and affiliated operations to ensure accurate, timely, and compliant payroll processing. Establishes strategic priorities, service standards, operational objectives, and internal controls for payroll administration.
- Ensures proper operations of payroll systems, timekeeping systems, integrations, tax tables, payroll configurations, and enterprise business processes. Collaborates with others for system enhancements, upgrades, testing initiatives, and technology modernization efforts.
- Develops and maintains payroll policies, practices, procedures, and internal controls to ensure compliance with federal, state, and local tax regulations, multi-state payroll requirements, wage and hour laws, and other applicable employment and payroll regulations. Provides strategic oversight of payroll compliance for employees working across multiple states and jurisdictions and directs the implementation of regulatory changes impacting payroll operations.
- Serves as the University's senior payroll advisor and subject matter expert, providing consultation and guidance to university leadership, Human Resources, Finance, Information Technology, auditors, and external agencies.
- Directs payroll audits, reconciliations, tax reporting, liability account balancing, regulatory filings, and risk mitigation activities. Ensures timely remittance of taxes, deductions, garnishments, and other payroll obligations.
- Monitors changes in federal, state, and local payroll legislation, tax regulations, labor laws, multi-state employment requirements, and industry best practices. Evaluates institutional impact, develops compliance strategies, and directs implementation of required policy, process, and system changes.
- Leads payroll analytics and reporting initiatives to support compliance monitoring, budgeting, workforce planning, financial reporting, and decision-making.
- Oversees vendor relationships, payroll-related contracts, service delivery, and strategic partnerships.
- Directs payroll communications, training programs, educational resources, and customer service initiatives for employees, supervisors, and departmental administrators.

RESPONSIBILITIES

- Provides leadership and direction to payroll staff through workforce planning, succession planning, employee development, performance management, and organizational effectiveness initiatives.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

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.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Bachelor's Degree	Degree in Human Resources, Business Administration, Business Management, Accounting, Finance, or other related field	and	7 years of	progressively responsible experience in payroll administration, tax compliance, and payroll/HRIS systems administration within a complex, multi-entity, multistate environment.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of IRS/tax laws, FLSA, FMLA, and other human resource related laws.	
Knowledge of payroll and benefit policies and procedures, accounting and budgeting principles, and practices and analysis of financial data.	
Innovative Thinking: Demonstrated ability to think creatively and identify unique solutions for streamlining processes. Candidates should be comfortable challenging conventional approaches and proposing improvements that enhance efficiency.	
Stakeholder Collaboration: Ability to collaborate effectively with cross-functional teams, employees, management, and external vendors while communicating clearly, coordinating priorities, and delivering responsive, professional service to stakeholders at all levels.	
Analytical and Problem-Solving Skills: Strong analytical skills to assess current workflows, identify bottlenecks, and recommend data-driven process improvements.	
Adaptability: Willingness and capability to adapt quickly to new technologies, processes, and organizational changes.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
None Required.	Professional certification such as Certified Payroll Professional (CPP) or Fundamental Payroll Certification (FPC) desired.		Desired	

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Office and Administrative Support

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting		X				
Climbing		X				
Stooping/ Kneeling/ Crouching		X				
Reaching			X			
Talking					X	
Hearing					X	
Repetitive Motions			X			
Eye/Hand/Foot Coordination			X			

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme temperatures			X		
Hazards			X		
Wet and/or humid			X		
Noise			X		
Chemical			X		
Dusts			X		
Poor ventilation			X		

Vision Requirements:

Ability to see information in print and/or electronically.