AUBURN
Human Resources

Asst Mgr, Payroll
Job Description

JOB INFORMATION

Job Code	KA41
Job Description Title	Asst Mgr, Payroll
Pay Grade	HR10
Range Minimum	$62,730
33rd %	$77,370
Range Midpoint	$84,690
67th %	$92,000
Range Maximum	$106,640
Exemption Status	Non-Exempt
Organizational use restricted to the following divisions	111 AVP, Human Resources
Approved Date:	7/30/2021 11:23:16 AM
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JOB FAMILY AND FUNCTION

Job Family:	Human Resources
Job Function:	Payroll

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.

RESPONSIBILITIES

- 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.
- Communicates with University employees to inform and advise about confidential matters, policies, procedures and regulations in regards to payroll.
- 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.
- 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.
- Oversees the conversion of paper records to electronic format for the payroll department, to include supervising student employees.
- 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.
- Serves as secondary line of command for escalated payroll related items.

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	
High School Diploma or GED	High School diploma or equivalent	and	8 years of	Payroll processing including handling deductions, taxes, remittances and tax reporting.	

Substitutions Allowed for Experience	Yes
Substitution 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 KNOWLEDGE, SKILLS, & ABILITIES

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

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
None Required.				

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			

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
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.