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## Auburn University Job Description

Job Title: **Supv, Payroll & Emp Benefits**

Job Family: No Family

Job Code: **DF05**

Grade 30: \$28,000 - \$46,700

FLSA status: Non-exempt

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### Job Summary

Oversees the production of Auburn University payroll and assists with benefits administration.

### Essential Functions

1. Oversees the production of payroll and the disbursement of checks and direct deposits.
2. Manages the balancing of reports and disbursements of deductions to vendors.
3. Communicates with University employees and vendors to provide information on benefits to ensure understanding and resolve discrepancies.
4. Communicates with employees to inform and advise about confidential matters, policies, procedures, and regulations in regards to both payroll and benefits issues.
5. Provides training to university employees on time entry and funding issues for their departments.
6. Supervises the creation and maintenance of payroll files and records.
7. Counsels employees who are entering retirement and coordinates certification of employment for current and previous employees for retirement purposes.
8. Supervises the balancing of liability accounts and the preparation of appropriate accounting and journal entries.
9. Collects payroll data and balance totals for all tax deposits for FICA, Medicare, Federal, and State tax ensuring IRS guidelines are met.

### 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>
<b>Education</b>	High School	High School Diploma or equivalent
<b>Experience (yrs.)</b>	8	Experience in payroll processing and employee benefit administration

### 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, financial record management, and basic accounting principles and practices. Developed supervisory skills.

### Certification or Licensure Requirements

None Required.

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## 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 walking, sitting, talking, hearing, handling objects with hands, .

Job occasionally requires standing, reaching, stooping/kneeling/crouching/crawling, and lifting up to 25 pounds.

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

Date: 1/4/2012

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