
Auburn University Job Description

Job Title: **Spec I, Payroll & Emp Benefits**

Job Family: No Family

Job Code: **ED44**

Grade HR06 \$37,000 - \$55,500

FLSA status: Non-exempt

Job Summary

Performs payroll and benefits-related functions, including benefits administration, payroll processing, payroll tax compliance, and associated reporting in a high-volume environment

Essential Functions

1. Assists in determining benefits eligibility, enrolling eligible employees in benefits and coding deductions and taxes for all employees
2. Helps to process payrolls which includes calculation of net pay and calculates overpayments, ensuring payrolls are issued properly and on time
3. Helps to ensure the balancing of accounts, reports and disbursements of deductions to vendors
4. Assists in communicating with employees to inform and advise about confidential matters, policies, procedures and regulations in regards to both payroll and benefit issues
5. Helps to ensure billing for missed premiums and handling cash/check/payments
6. Assists with entering, balancing, and maintaining related files and records
7. Helps with edits, updates, and inputs the appropriate accounting and journal entries
8. Helps with maintaining, revising, and auditing plan and tax documents to ensure they are maintained within IRS rules and regulations
9. May provide payroll and benefit related training to university employees

Supervisory Responsibility

May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

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.)	4	Experience in payroll processing, taxes, 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 FLSA requirements, tax regulations, payroll procedures, security/privacy protocols, coupled with strong mathematical, organizational, time-management, and communication skills applicable to supporting the Payroll function

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, reaching, talking, hearing, handling objects with hands, .

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

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

Date: 4/5/2023
