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## Auburn University Job Description

Job Title: **Mgr, Payroll**

Job Family: No Family

Job Code: **KA33**

Grade HR12 \$66,900 - \$120,400

FLSA status: Exempt

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### Job Summary

Reporting to the Executive Director, Benefits and Payroll, responsible for managing the payroll functions for Auburn University (AU) and Auburn University Montgomery (AUM) to ensure accurate and timely processes while maintaining compliance with all policies, procedures, and applicable laws.

### Essential Functions

1. Manages and oversees the daily operations of the payroll function to include, but not limited to, supervising staff, establishing payroll calendars, developing and maintaining policies and procedures, adhering to established deadlines, ensuring accurate withholding of taxes and deductions, issuing tax forms, and creating payroll records to ensure correct payments are distributed and legal compliance is maintained.
2. Ensures payroll entries and system tables are properly created and maintained in the timekeeping and Human Resources enterprise systems as a means to provide accurate information and processing.
3. Conducts research on new and existing federal, state, and local laws and regulations concerning payroll and taxes to ensure compliance and to propose recommended strategies and practices to meet the needs of the AU and AUM campuses.
4. Responsible, through self or others, for the balancing of liability accounts and prepares appropriate accounting and journal entries. Oversees the balancing of reports related to tax withholding and pay deductions to ensure accurate transmission and compliance with required deadlines. Responsible for ensuring compliance with IRS guidelines through the early identification and correction of potential errors.
5. Responsible for hiring, training, supervising, and motivating a strong and focused team. Accomplishes unit objectives through the proactive planning, coaching, rewarding, appraising, developing, and recognizing of supervised employees.
6. Serves as the liaison to vendors, auditors, and local and federal agencies. Serves as the liaison to University departments for payroll questions and concerns regarding timekeeping, data entry, and funding for payroll processes to ensure departmental needs are met. Regularly collaborates with other Human Resource units including, but not limited to, Benefits, Records, and Compensation.
7. Administers the implementation, upgrading, and maintenance of Auburn University's timekeeping system. Provides guidance and provisional reporting for requests by management.
8. Oversees the payroll-related communication and training needs of University employees and departments to include classes, required notifications, and related material.
9. Assumes responsibility for other projects and duties as assigned by the Executive Director, Benefits and Payroll.

### 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.

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## **Auburn University Job Description**

*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>	Four-year college degree	Degree in Human Resources, Business Administration, Business Management, Accounting, Finance, or other related field
<b>Experience (yrs.)</b>	7	Experience in payroll administration and processing, tax law compliance, and payroll/financial systems administration and maintenance in a complex payroll environment. At least 1 year of experience managing or supervising full-time employees.

#### **Substitutions allowed for Education:**

Indicated education is required; no substitutions allowed.

#### **Substitutions allowed for Experience:**

Indicated experience is required; no substitutions allowed.

#### **Minimum Required Knowledge**

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. Proven project management and supervisory skills. Knowledge of Kronos and Banner systems preferred.

#### **Certification or Licensure Requirements**

None Required.

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### Physical Requirements/ADA

Occasional and/or light lifting required. Limited exposure to elements such as heat, cold, noise, dust, dirt, chemicals, etc., but none to the point of being disagreeable. May involve minor safety hazards where likely result would be cuts, bruises, etc.

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, and lifting up to 25 pounds.

Job occasionally requires standing, walking, reaching, handling objects with hands, and lifting up to 10 pounds.

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

Date: 3/22/2018

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