



JOB INFORMATION

Job Code	KA33
Job Description Title	Mgr, Payroll
Pay Grade	HR12
Range Minimum	\$73,610
33rd %	\$93,240
Range Midpoint	\$103,050
67th %	\$112,870
Range Maximum	\$132,500
Exemption Status	Exempt
Approved Date:	7/30/2021 11:29:10 AM
Legacy Date Last Edited	3/22/2018

JOB FAMILY AND FUNCTION

Job Family:	Human Resources
Job Function:	Payroll

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.

RESPONSIBILITIES

- 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.
- 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.
- 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.
- 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.
- 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.
- 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.
- Administers the implementation, upgrading, and maintenance of Auburn University's timekeeping system. Provides guidance and provisional reporting for requests by management.
- Oversees the payroll-related communication and training needs of University employees and departments to include classes, required notifications, and related material.
- Assumes responsibility for other projects and duties as assigned by the Executive Director, Benefits and Payroll.

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 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	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.	

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

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		
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.