

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
Organizational use restricted to the following divisions	111 AVP, Human Resources
Approved Date:	7/28/2026 4:55:53 PM
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JOB FAMILY AND FUNCTION

Job Family:	Human Resources
Job Function:	Payroll

JOB SUMMARY

Reporting to the Executive Director, Benefits and Payroll, provides operational leadership for all payroll functions serving Auburn University (AU) and Auburn University at Montgomery (AUM). Manages payroll operations, ensures regulatory compliance, maintains system integrity, and leads and develops the payroll team to deliver accurate, timely, and efficient payroll services.

RESPONSIBILITIES

- Manages and oversees payroll operations for Auburn University, Auburn University at Montgomery (AUM), and other campuses and business operations in Alabama and out-of-state to ensure the accurate, timely, and compliant processing of employee compensation. Provides operational leadership for payroll administration, establishes operational priorities and payroll calendars, and develops, implements, and maintains payroll policies, procedures, and internal controls to ensure compliance with federal, state, and municipal regulations as well as University requirements.
- Provides oversight for the configuration, maintenance, security, and integrity of payroll-related data, system tables, and processing rules within the University's payroll, timekeeping, and enterprise resource planning (ERP) systems. Ensures payroll records, earnings, deductions, tax withholdings, and benefit contributions are accurately maintained, processed, and compliant with applicable policies and regulations. Collaborates with stakeholders to support system enhancements, upgrades, testing, and process improvements that ensure the ongoing effectiveness and reliability of payroll operations.
- Monitors and evaluates changes in federal, state, and municipal payroll laws, tax regulations, wage and hour requirements, and industry best practices. Assesses operational impacts, implements necessary process and system changes, and provides recommendations for improvement.
- Establishes and maintains payroll-related internal controls, audit procedures, reconciliation processes, and risk mitigation strategies. Responsible for balancing payroll liability accounts, reviewing reconciliations, preparing accounting and journal entries, and ensuring accurate and timely transmission of taxes, deductions, garnishments, and other required remittances. Oversees compliance with IRS, State, and Municipal regulations and reporting requirements through the proactive identification, investigation, and resolution of payroll discrepancies.
- Develops, leads, and maintains a high-performing payroll team through effective hiring, training, coaching, mentoring, performance management, and employee development activities. Establishes performance expectations, promotes accountability, and fosters a culture of collaboration, continuous improvement, customer service, and operational excellence.

RESPONSIBILITIES

- As the university's payroll expert, liaises with vendors, auditors, State and Federal agencies in partnership with the Executive Director to ensure fully compliant payroll operations. Collaborates with University leadership, departmental administrators, Human Resources, Finance, and Information Technology to resolve complex payroll issues and support institutional objectives.
- In close collaboration with Information Technology partners and end-users, provides oversight and training of timekeeping systems. This includes implementations, configurations, upgrades, testing, maintenance, and vendor relationships. Develops, analyzes, and distributes metrics and workforce data to support compliance monitoring, budgeting, financial reporting, workforce planning, and management of decision-making.
- Oversees payroll communication, outreach, and training initiatives for University employees and departments, including the development and delivery of training programs, procedural documentation, required notifications, and educational resources related to payroll administration and timekeeping processes.

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.
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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	progressively responsible experience in payroll administration, tax compliance, and payroll/HRIS systems administration within a complex, multi-entity, multistate environment. At least 1 year of experience 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.	
Innovative Thinking: Demonstrated ability to think creatively and identify unique solutions for streamlining processes. Candidates should be comfortable challenging conventional approaches and proposing improvements that enhance efficiency.	
Stakeholder Collaboration: Ability to collaborate effectively with cross-functional teams, employees, management, and external vendors while communicating clearly, coordinating priorities, and delivering responsive, professional service to stakeholders at all levels.	
Analytical and Problem-Solving Skills: Strong analytical skills to assess current workflows, identify bottlenecks, and recommend data-driven process improvements.	
Adaptability: Willingness and capability to adapt quickly to new technologies, processes, and organizational changes.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Desired	
None Required.	Professional certification such as Certified Payroll Professional (CPP) or Fundamental Payroll Certification (FPC) desired.		Desired	

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.