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## Auburn University Job Description

Job Title:	<b>Coord, Payroll&amp;Emp Benefits</b>	Level I	Grade 29 \$25,000 - \$41,700
Job Code:	<b>DF09</b>	Level II	Grade 30 \$28,000 - \$46,700
FLSA status:	Non-Exempt		

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### Job Summary

Performs financial and administrative tasks related to payroll and benefits within the central business office of the University

### Essential Functions

1. Communicates with employees to inform and advise about confidential matters, policies, procedures and regulations in regards to both payroll and benefit issues.
2. Coordinates the creation, preparation, audit, and reconciles various reports dealing with employee benefits and deductions.
3. Coordinates the maintenance, revisions, and auditing of plans and tax documents ensuring they are maintained within IRS rules and regulations.
4. Provides payroll and benefit related training to university employees.
5. Coordinates the bi-weekly and monthly payrolls ensuring each are issued properly and on time.

### Supervisory Responsibility

May supervise employees but supervision is not the main focus of the job.

*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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## Auburn University Job Description

### Job Family Levels

Level	Responsibility	Knowledge	Education and Experience*
I	Performs a variety of nonstandard assignments. Resolves routine questions and problems. Work is performed under minimal supervision.	Knowledge of extensive body of rules, precedents, procedures, applicable to administrative support work.	High school diploma or equivalent plus 4 years.
II	Performs a wide variety of nonstandard, specialized assignments and resolves complex problems or questions. Work is performed under occasional	Knowledge of extensive body or rules, precedents, procedures applicable to administrative support work.	High school diploma or equivalent plus 6 years of relevant experience. Experience must include at least 2 years at the preceding level or equivalent.

\* See the "Minimum Required Education and Experience" section of the job description for any substitutions that may be allowed for education and experience.

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### Minimum Required Education and Experience

**Level I** High school diploma or equivalent plus 4 years.

**Level II** High school diploma or equivalent plus 6 years of relevant experience. Experience must include at least 2 years at the preceding level or equivalent.

#### Focus of Education

High School Diploma or equivalent

#### Focus of Experience

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

See Job Family Levels

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

Job occasionally requires standing, walking, .

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

Date: 5/5/2017

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