
Auburn University Job Description

Job Title: **Exec Dir, Benefits, Payroll, Rec**

Job Family: No Family

Job Code: **EB23**

Grade 39: \$90,800 - \$151,300

FLSA status: Exempt

Job Summary

Directs Auburn University's employee benefits, payroll, and records management programs, ensuring alignment with university goals and compliance with state and federal regulations.

Essential Functions

1. Directs benefits administration to include, but not limited to, develops and administers health/welfare and retirement plans, as well as researches, designs, and evaluates all plan offerings and serves as chair of the University Insurance & Benefits Committee, University Retirement Plans Committee, and serves on the Faculty Salaries and Welfare Committee.
2. Directs benefits-related communications, training programs, and websites; acts as an information resource and representative to constituents across campus.
3. Manages the daily operations of the benefits, payroll, and records sections of the department to include, but not limited to, monitoring expenses, developing processes and procedures, and serving as liaison with vendors and consultants.
4. Directs and conducts monitoring and continuing research regarding compliance with benefits-related laws and regulations including, but not limited to, HIPAA, COBRA, S125 Cafeteria Plan rules, and PPACA.
5. Oversees the university payroll function to ensure timely completion, accurate account, and compliance with all applicable laws.
6. Responsible for ensuring that legal obligations are met for the creation, retention, and proper disposal of both paper and electronic records.
7. Completes special projects related to benefit, payroll, and/or records services at the AVP's request.

Supervisory Responsibility

Supervises others with full supervisory responsibility.

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	Four-year college degree	Degree in Accounting, Human Resources, Health Administration, Management, Business Administration, Industrial/Organizational Psychology or related field
Experience (yrs.)	7	Experience in implementing and administering employee benefits plans (including self funded health insurance and retirement plans) and complying with benefits related laws/regulations.

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 payroll and benefit policies and procedures, accounting and budget principles, practices, and the analysis of financial data.

Knowledge of records management theories, practices, rules and regulations. The use of automated systems, software and equipment associated with records management. Knowledge of Banner HR.

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, talking, hearing, .

Job occasionally requires standing, walking, reaching, handling objects with hands, and lifting up to 25 pounds.

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

Date: 2/23/2016
