
Auburn University Job Description

Job Title: **Asst Dir, Payroll&Emp Benefits**

Job Family: No Family

Job Code: **KA11**

Grade 35: \$51,900 - \$86,400

FLSA status: Exempt

Job Summary

Assists the director in the administration of employee benefits and manages the daily operation of the payroll function and the payroll accounting function.

Essential Functions

1. Establishes and communicates payroll deadlines and ensures they are met.
2. Ensures payroll entries and systems tables are properly maintained in the financial system.
3. Oversees withholding of taxes and all deductions including, but not limited to, employee benefit contributions, child support, garnishments, tax levies, and voluntary deductions and ensures they are transmitted accurately and in compliance with required deadlines.
4. Oversees ongoing payroll-related activities which may include the establishment and maintenance of payroll records, employment verifications, and issuing W-2 and 1042-s forms.
5. Oversees the administration of benefit programs including deferred compensation, cafeteria plans, retirement, and health and welfare plans and ensures compliance with government regulations.
6. Conducts research on new and existing laws concerning taxes and benefits.

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.

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 Business, Management, Finance, Accounting, or related field
Experience (yrs.)	5	Experience in accounting and coordinating payroll for an organization

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, and accounting and budget principles, practices, and the analysis of financial data.

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.

Externally imposed deadlines; set and revised beyond one's control; interruptions influence priorities; difficult to anticipate nature or volume of work with certainty beyond a few days; meeting of deadlines and coordination of unrelated activities are key to position; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.

Job frequently requires sitting, reaching, talking, hearing, handling objects with hands, .

Job occasionally requires standing, walking, stooping/kneeling/crouching/crawling, and lifting up to 25 pounds.

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

Date: 12/16/2011
