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## Auburn University Job Description

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

Job Family: No Family

Job Code: **KA20**

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

FLSA status: Exempt

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### Job Summary

Oversees employee benefit programs and directs the operations of the payroll function including accounting for payroll, benefits, withholdings, taxes, and for all divisions.

### Essential Functions

1. Oversees the management of the payroll function and ensures proper accounting is done.
2. Oversees the management of benefit programs for employees and retirees, ensuring programs are administered according to policy and laws, and serves as chair of the University Insurance & Benefit Committee.
3. Oversees, monitors, and analyzes self-insured health insurance program making recommendations to senior management regarding cost containment, premium increases, and other changes.
4. Oversees and conducts constant monitoring and continuing research regarding existing and new tax and benefit laws, and benefit strategies.
5. Manages vendor relations for current and prospective or interested benefit partners

### 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>
<b>Education</b>	Four-year college degree	Degree in Business, Management, Finance, Accounting, or related field
<b>Experience (yrs.)</b>	7	Experience in benefit plan administration and accounting

#### 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.

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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.

Externally imposed deadlines; set or revised on short notice; frequent shifts in priority; numerous interruptions requiring immediate attention; unusual pressure on a daily basis due to accountability for success for major projects or areas of operation.

Job frequently requires sitting, talking, hearing, .

Job occasionally requires standing, walking, reaching, handling objects with hands, and lifting up to 10 pounds.

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

Date: 1/3/2012

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