Auburn University Job Description

Job Title: Mgr, Payroll
Job Code: KA33
FLSA status: Exempt

Job Family: No Family
Grade 34: $45,100 - $75,100

Job Summary
Oversees the university payroll function to ensure timely completion, accurate account, and compliance with all applicable laws.

Essential Functions
1. Manages the daily operations of the payroll section of the department to include, but not limited to, establishes payroll calendars, policies, and procedures and ensures adherence to deadlines and accurate financial withholdings.
2. Oversees the financial reporting, balancing of accounts, and preparation of accounting and journal entries.
3. Tracks new and existing laws related to payroll and taxes to ensure the university's compliance.
4. Ensures the proper maintenance of payroll entries and systems tables in the financial system.
5. Manages payroll-related communications, training, and websites; acts as an information resource and representative of the Payroll and Employee Benefits department to constituents across campus.

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

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<th>Education</th>
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<th>Focus of Education/Experience</th>
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<tr>
<td>Degree in Business, Management, Accounting, Finance, Human Resources, Health Administration, Public Administration, or related field</td>
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| Experience (yrs.) | 5 | Experience in payroll administration, tax law compliance, and payroll/financial systems maintenance |

Substitutions allowed for Education:
When a candidate has the required experience, but lacks the required education, they may normally apply additional relevant experience toward the education requirement, at a rate of two (2) years relevant experience per year of required education.

Substitutions allowed for Experience:
Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge
Knowledge of payroll and benefit policies and procedures, 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.

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: 6/1/2012