
Auburn University Job Description

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|--------------|-------------------------------|-------------|----------------------|
| Job Title: | Mgr, Employee Benefits | Job Family: | No Family |
| Job Code: | KA35 | Grade 37: | \$68,700 - \$114,500 |
| FLSA status: | Exempt | | |

Job Summary

Assists the department managers in the administration of the payroll and payroll accounting and benefits functions for Auburn University.

Essential Functions

1. Assists with the administration of all employee benefit plans, to include review of new benefit offerings, renewals, compliance, implementation, enrollments, and terminations.
2. Maintains the payroll computer configurations and conducts appropriate testing when needed for creating new deductions/taxes of system changes.
3. Processes and submits payroll taxes for Auburn University as required.
4. Coordinates and reviews the preparation of other department IRS filings and records to maintain compliance.
5. Ensures preparation of W-2 tax forms to send to individuals and the IRS on a yearly basis.
6. Assists with benefit plan documents/contract revisions and retention, Summary Plan Descriptions/Summary of Benefit and Coverages revisions and dissemination, and other plan documentation requirements.
7. Administers the mandatory retirement plans for Auburn University to include, interprets state regulation changes, coordinates compliance efforts, contribution remittance, and account balancing, and serves as the University liaison with the State of Alabama.
8. Administers the renewal, reconciliation, and enrollment processes of the Flexible Spending Account Plan, as well as maintains and revises plan documents and keeps current with IRS rules and regulations.
9. Oversees office administration to include office supply purchasing, equipment rentals and maintenance, printing and printed materials supply, and event coordination.

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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Minimum Required Education and Experience

| | <u>Minimum</u> | <u>Focus of Education/Experience</u> |
|--------------------------|--------------------------|---|
| Education | Four-year college degree | Degree in Business, Management, or related |
| Experience (yrs.) | 5 | Experience in coordinating the payroll process for an organization, tax law compliance, and implementing and administering a compliant employee benefit plan. |

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, 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.

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: 3/22/2018
