
Auburn University Job Description

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|--------------|---------------------------------------|-----------|---------------------------------|
| Job Title: | Spec, Payroll&Emp Benefits | Level I | Grade HR06 \$37,000 - \$55,500 |
| Job Code: | DF04 | Level II | Grade HR07 \$40,000 - \$64,000 |
| FLSA status: | Non-exempt | Level III | Grade HR08: \$45,000 - \$72,000 |

Job Summary

Performs payroll-and benefits-related functions, including benefits administration, payroll processing, payroll tax compliance, and associated reporting in a high-volume environment.

Essential Functions

1. Determines benefits eligibility, enrolls eligible employees in benefits and codes deductions and taxes for all employees.
2. Processes payrolls which includes calculation of net pay and calculates overpayments, ensuring payrolls are issued properly and on time.
3. Ensures the balancing of accounts, reports and disbursements of deductions to vendors.
4. Communicates with employees to inform and advise about confidential matters, policies, procedures and regulations in regards to both payroll and benefit issues.
5. Ensures billing for missed premiums and handling cash/check/payments.
6. Enters, balances and maintains related files and records.
7. Supervises, edits, updates and inputs the appropriate accounting and journal entries.
8. Maintains, revises and audits plan and tax documents ensuring they are maintained within IRS rules and regulations.
9. May provide payroll and benefit related training to university employees.

Supervisory Responsibility

May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

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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Job Family Levels

| Level | Responsibility | Knowledge | Education and Experience* |
|-------|--|--|---|
| I | Performs a variety of nonstandard assignments. Resolves routine questions and problems. Work is performed under minimal supervision. | Knowledge of extensive body of rules, precedents, procedures, applicable to administrative support work. | High school diploma or equivalent plus 4 years. |
| II | Performs a wide variety of nonstandard, specialized assignments and resolves complex problems or questions. Work is performed under occasional supervision. | Knowledge of extensive body or rules, precedents, procedures applicable to administrative support work. | High school diploma or equivalent plus 6 years of relevant experience. Experience must include at least 2 years at the preceding level or equivalent. |
| III | Performs a wide and complex variety of nonstandard, specialized assignments and resolves complex problems or questions. Work is performed under general supervision. | Knowledge of extensive body or rules, precedents, procedures applicable to administrative support work. | High school diploma or equivalent plus 8 years of relevant experience. Experience must include at least 2 years at the preceding level or equivalent. |

* See the "Minimum Required Education and Experience" section of the job description for any substitutions that may be allowed for education and experience.

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Minimum Required Education and Experience

- Level I** High school diploma or equivalent plus 4 years.
- Level II** High school diploma or equivalent plus 6 years of relevant experience. Experience must include at least 2 years at the preceding level or equivalent.
- Level III** High school diploma or equivalent plus 8 years of relevant experience. Experience must include at least 2 years at the preceding level or equivalent.

Focus of Education

High School Diploma or equivalent

Focus of Experience

Experience in payroll processing, taxes, and employee benefit administration

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

See Job Family Levels

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, 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: 12/14/2022
