
Auburn University Job Description

Job Title: **Sr. Spec, Payroll & Emp Benefits**

Job Family: No Family

Job Code: **ED46**

Grade HR08 \$45,000 - \$72,000

FLSA status: Non-exempt

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. Supervises, edits, updates and inputs the appropriate accounting and journal entries. Enters, balances and maintains related files and records
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. Supervises, edits, updates, and inputs the appropriate accounting and journal entries
7. Maintains, revises, and audits plan and tax documents ensuring they are maintained within IRS rules and regulations
8. Serves as payroll liaison on all Selerix-related matters; including but not limited to attending Selerix meetings, coordinating changes and edits to Selerix, advises payroll management on changes or enhancements to the Selerix platform
9. Serves as outreach person and liaison with department timekeeping contacts and for all payroll-related duties, focusing on AUM. Assist in Kronos-specific training to university employees. Manages changes/edits in Kronos during the payroll process. Serves as back-up to run payroll extract and accruals in Kronos for all pay cycles
10. Serves as back up in the management and direction of the daily operation of the payroll department, to include accurate and timely payroll processing for all pay cycles, as well as accurate and timely submission to tax agencies, vendors, and banks. Team lead to Payroll Specialist in the absence of the Assistant Payroll Manager, including but not limited to training new Payroll Specialists on their related responsibilities

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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Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	High School	High School Diploma or Equivalent
Experience (yrs.)	8	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

Knowledge of FLSA requirements, tax regulations, payroll procedures, security/privacy protocols, coupled with strong mathematical, organizational, time-management, and communication skills applicable to supporting the Payroll function

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, reaching, stooping/kneeling/crouching/crawling, and lifting up to 25 pounds.

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

Date: 4/5/2023
