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| **Auburn University Position Announcement** |
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| **Auburn University** is currently accepting applications for the following position: |
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| |  |  | | --- | --- | | Position Title | Manager, Payroll | | Department | Human Resources Admin | | Position Summary | Reporting to the Executive Director, Payroll, Benefits, & Records, responsible for managing the payroll functions for Auburn University (AU) and Auburn University Montgomery (AUM) to ensure accurate and timely processes while maintaining compliance with all policies, procedures, and applicable laws.  Essential functions include but are not limited to:  Manages and oversees the daily operations of the payroll function to include, but not limited to, supervising staff, establishing payroll calendars, developing and maintaining policies and procedures, adhering to established deadlines, ensuring accurate withholding of taxes and deductions, issuing tax forms, and creating payroll records to ensure correct payments are distributed and legal compliance is maintained.  Ensures payroll entries and system tables are properly created and maintained in the timekeeping and Human Resources enterprise systems as a means to provide accurate information and processing.  Conducts research on new and existing federal, state, and local laws and regulations concerning payroll and taxes to ensure compliance and to propose recommended strategies and practices to meet the needs of the AU and AUM campuses.  Responsible, through self or others, for the balancing of liability accounts and prepares appropriate accounting and journal entries. Oversees the balancing of reports related to tax withholding and pay deductions to ensure accurate transmission and compliance with required deadlines.  Responsible for ensuring compliance with IRS guidelines through the early identification and correction of potential errors.  Serves as the liaison to vendors, auditors, and local and federal agencies. Serves as the liaison to University departments for payroll questions and concerns regarding timekeeping, data entry, and funding for payroll processes to ensure departmental needs are met. Regularly collaborates with other Human Resource units including, but not limited to, Benefits, Records, and Compensation.  Plays an integral role in the implementation, upgrading, and maintenance of Auburn University's timekeeping system. Provides guidance and provisional reporting for requests by management.  Oversees the payroll-related communication and training needs of University employees and departments to include classes, required notifications, and related material.  Assumes responsibility for other projects and duties as assigned by the Executive Director, Payroll, Benefits & Records.  Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions. | | Minimum Qualifications | Entry into the applicant pool requires a Bachelor's degree from an accredited institution in Human Resources, Business Administration, Business Management, Accounting, Finance, or other relevant field and seven (7) years of experience in payroll administration and processing, tax law compliance, and payroll/financial systems administration and maintenance in a complex payroll environment. At least one (1) year of experience managing or supervising full-time employees. Knowledge of IRS/tax laws, FLSA, FMLA, and other human resource related laws. Knowledge of payroll and benefit policies and procedures, accounting and budgeting principles, and practices and analysis of financial data. Proven project management and supervisory skills.  Please utilize the attachment feature of our online employment site and attach the following: cover letter, resume and professional references. Only complete application materials will be accepted for review.  A commitment to an inclusive and diverse campus environment. | | Desired Qualifications | Knowledge of Kronos and Banner systems is desired. | | Requisition No. | 27584 | | Review Date | 04-09-2018 | |
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| The "Close Date" indicates the date after which the hiring department will begin reviewing applications of qualified candidates. Salary will be commensurate with education and experience. |
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| Refer to the above Requisition # and apply on-line at:  **www.auemployment.com**  on any computer with Internet access. If you need any assistance, contact Auburn University's Department of Human Resources at (334) 844-4145 or your local state employment service distribution system office. Internet Access is also available through your public library.  Auburn University is an EEO/Vet/Disability employer. |