



Job Title	Director, Payroll	Job Code	HR0916
Pay Plan	A&P	Pay Grade	22
Union	Non-Union	FLSA Status	Exempt
Job Family	Human Resources	Union Code	0
		Subfamily	Payroll

Job Family & Subfamily Summary

Human Resource Professionals provide human capital services for an inclusive University workforce for both current and prospective employees through compliant programs and policies.

Human Resource Payroll Professionals are responsible for all payroll processing activities, including regular and overtime pay processing, supplemental pay, employee and employer contributions/deductions, annual leave and sick time accruals, and payroll taxes.

Job Summary

Oversees payroll operations and provides direction and supervision to the Payroll Manager and payroll employees. Responsibilities include but are not limited to; payroll, time and labor, taxation, reconciliation, and record retention requirements. Stays up to date on and ensures compliance with state, federal, and university policies and regulations. Responsible for assisting in policy and program development, interpretation and administering laws and regulations, and setting goals.

Representative Duties

1. Policy, Reporting and Accounting

- Assists in the administration and interpretation of state and federal laws and university regulations, policies, and procedures to maintain regulatory compliance
- Develops business processes within the Payroll unit
- Sets goals and objectives that align to the strategic plan of the university
- Reviews state and federal required documentation for submission
- Ensures the distribution of necessary forms to university personnel for year-end reporting
- Creates and disseminates communication regarding payroll changes to key personnel
- Confirms tax payments have been scheduled and remitted
- Ensures payroll has been confirmed

2. Operations Management

- Provides recommendations for updates to university policies and procedures
- Assists in developing and the implementation of policies and procedures
- Ensures compliance with state and federal regulations
- Develops business processes for payroll services
- Ensures payroll is confirmed, that benefits and payroll vendors accounts payable transactions are processed, and tax payments have been scheduled and remitted

3. Primary Objectives

- Ensures that university employees are paid accurately and timely

Education, Experience, Skill Requirements

	Required	Preferred
Education Level	Bachelor's	Master's
Certification(s)	Certified Payroll Professional (CPP)	Certified Payroll Professional (CPP)
Licensure(s)	N/A	N/A
Work Experience		
8+ years of relevant work experience 3+ years of leadership experience		
Additional Requirements		
<ul style="list-style-type: none">• Expertise in Human Resources (HR) policies and procedures• Expertise in HR systems and processes• Understand HR best practices and current regulations• Sound judgement and problem-solving skills• Customer-focused attitude, with a high level of professionalism and discretion• Ability to present payroll content to various groups• Effective written and verbal communication		

Physical/Environmental Demands

Standard office environment with no unique physical demands

This general outline illustrates the type of work that characterizes the job. The statements in this job description are not intended to be an exhaustive list of all duties, responsibilities and qualifications required of the job.