**Assistant Director, Payroll Standard Job Description**

**Classification Title:** Assistant Director, Payroll

**FLSA Exemption Status:**Exempt

**Pay Grade:** 15

**Job Description Summary:**

The Assistant Payroll Director, under direction, manages Payroll Office interface with Financial Accounting and Management Information System (FAMIS) accounting system. Prepares reports and calculates and distributes payments to Federal/State agencies. Stays current on payroll related Federal/State requirements.

**Essential Duties and Responsibilities:**

**40% Payroll Management**

* Assists Payroll Director in planning, implementing, and administering payroll procedures and programs.
* Advises and answers payroll questions.
* Ensures quality control for payroll actions.
* Approves Employee Payroll Actions (EPA's). Enters EPA data into online systems.
* Reconciles Monthly Payroll (Budget Verification Document).
* Calculates leave without pay (LWOP) and other salary adjustments.
* Makes salary adjustments reflecting county pay for employees of County Programs.

**20% Financial Management**

* May manage Accounts Receivable for retiree insurance including billing, payments, and reconciliations.
* Liaises with the accounting department.
* Prepares state, federal and other statutory tax reports.

**20% Reporting and Documentation**

* Prepares special reports and other data for special projects.
* Updates procedures and training information to include process mapping and flowcharts.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Qualifications:**

**Required Education:**

* Bachelor’s degree in Business Administration, Accounting, Finance, or applicable field or equivalent combination of education and experience.

**Required Experience:**

* Six years of related experience progressively responsible for accounting or payroll.

**Required Licenses and Certifications:**

* None

**Required Knowledge, Skills, and Abilities:**

* Ability to multitask and work cooperatively with others.
* Knowledge of governmental and higher education payroll operations.
* Strong oral and written communication skills.
* Strong customer service and problem solving skills.
* Ability to apply rules and regulations.

**Additional Information:**

**Machines and Equipment:**

* Computer
* Telephone

**Physical Requirements:**

* None

**Other Requirements and Factors:**

* This position is security sensitive
* This position requires compliance with state and federal laws/codes and Texas A&M University System/TAMU policies, regulations, rules and procedures
* All tasks and job responsibilities must be performed safely without injury to self or others in compliance with System and University safety requirements
* The individual in this position is required to handle Protected Health Information (PHI) as defined by HIPAA regulations.
* The individual is required to handle PHI in accordance with A&M System’s policy and is further required to complete HIPAA training as a condition of employment, within a reasonable time frame after the individual's employment, and on an as-needed basis thereafter.

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[ ]  **Yes**

[x]  **No**

**Does this classification have the ability to work from an alternative work location?**

[ ]  **Yes**

[x]  **No**