**Director, Payroll Standard Job Description**

**Classification Title:** Director, Payroll

**FLSA Exemption Status:**Exempt

**Pay Grade:** Commensurate

**Job Description Summary:**

The Director of Payroll, under general direction, oversees the production of the university payrolls; develops and interprets university procedures regarding payroll related areas to ensure compliance with federal and state laws, as well as system regulations. This position is responsible for managing and directing the day to day activities of the payroll office, including processing payroll, submitting and compliance with payroll taxes and reporting, record retention of employee payroll files, reconciliation of accounts, and training of payroll systems.

**Essential Duties and Responsibilities:**

**40% Payroll Operations**

* Supervises the operation of the payroll office.
* Serves as university expert on payroll related laws and regulations.
* Ensures compliance with all tax reporting including but not limited to quarterly tax reporting, W-2’s, 1042’s.
* Oversees the production of the monthly and biweekly payrolls.
* Ensures quality control and record retention compliance.
* Oversees the processing of payroll documents for deductions.
* Ensures timely remittance of deductions to appropriate entities.

**20% Budget and Financial Reporting**

* Assists with the preparation of the annual university budget.
* Prepares annual Budget/Payroll/Personnel (BPP) salary budgets for each fiscal year.
* Ensures the proper reporting and remittances to the State and other required agencies as it relates to payroll and benefits.
* Administers the tax preparation program.
* Serves as non-resident alien tax specialist (NRAT).
* Reviews and verifies immigration status to determine proper taxation for non-resident aliens.

**20% Compliance and Special Projects**

* Ensures compliance with payroll related laws and regulations.
* Assists with the preparation of the Legislative Appropriation Request (LAR).
* 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 or applicable field or equivalent combination of education and experience.

**Required Experience:**

* Ten years of related experience

**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.
* Generally supervises

**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**

**No**

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

**Yes**

**No** 