Director, Payroll and Tax Compliance

Job Code 50010527

**General Description**
Responsible for directing the university’s payroll functions, including management and supervision of daily Payroll Office operations and staff.

**Examples of Duties**
- Authorize expenditures and monitor account activity.
- Oversee budget/salary review of payroll office accounts.
- Ensure compliance with applicable laws, rules, policies, procedures, and statutes.
- Develop and review Payroll Office plans, goals and objectives.
- Interpret federal and state tax law.
- Prepare departmental and university policies and review Payroll operating procedures.
- Provide payroll information for various university committees and other entities.
- Assist in ERP testing, configuration, upgrades and maintenance.
- Hire, train, supervise and evaluate staff.
- Manage processing of personnel actions.
- Research and resolve elevated payroll problems.
- Answer employee payroll questions.
- Function as university reporting official for TRS/ERS.
- Supervise and review preparation, reconciliation, and transmission of federal and state tax reports.
- Ensure state reporting requirements are met.
- Perform other duties as assigned.

**Knowledge, Skills, and Abilities**

**Knowledge of:** Federal, state and university payroll policies and procedures including FLSA, IRS, social security, education code, TRS regulations, intermediate accounting procedures, payroll computer procedures/programs, related outside agencies.

**Skill in:** Preparing correspondence and forms, desk manuals, training materials, working as a team member, interacting courteously, directing work of others, prioritizing workload, researching and interpreting federal and state laws, resolving problems.

**Ability to:** Interpret, analyze and apply policies, reports, laws, state rules, TSUS and university policies, procedures, perform basic math, provide payroll information, perform reconciliations, explain policies and procedures, relay instructions, advice and information, conduct training, work under pressure, establish and maintain effective filing system.
**Experience and Education**
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

**Other Requirements**