Assistant Director, Payroll/Tax Compliance

Job Code 50012231

General Description
Performs complex professional accounting work and develops complex, non-standard payroll reports and reconciliations requiring interpretation and difficult analysis.

Examples of Duties
Prepare payroll accurately and timely.
Identify, reconcile, collect, deposit and account for employee claims.
Analyze OSP expense transfer requests.
Assist with W-2 distribution.
Prepare complex journal entries.
Identify actual and potential problems and take action.
Review transactions for compliance with federal, state and local regulations.
Read and interpret laws, regulations, policies and procedures.
Communicate with other campus departments on various payroll related matters.
Organize, develop, create and maintain Payroll Office website.
Responsible for staff supervision and review of work.
Train co-workers, end-users and other customers.
Attend training sessions for self-development.
Work on special projects assigned by management.
Perform other duties as assigned.

Knowledge, Skills, and Abilities
Knowledge of: Federal, State and University payroll policies and procedures; basic accounting procedures; payroll computer programs and related outside agencies.

Skill in: Preparing clear, concise, grammatically correct forms and messages; working as a team member; interacting with others; problem solving and decision making and prepare training materials.

Ability to: Conduct training; explain policies and procedures; establish and maintain effective filing systems; work under pressure; accurately complete payroll; compare and verify numbers; read and interpret procedure manuals; perform intermediate math; conduct training, understand oral and complex instructions.

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

Reviewed on 5/17