Title: Director, Payroll Operations

**Essential Function**

Under general supervision from a designated administrator, direct a broad range of activities and functions to ensure effective payroll operations and the achievement of organization objectives.

**Characteristic Duties**

- Direct all aspects of the University’s payroll operations division. Provides prompt and accurate payments to all employees while maintaining procedural integrity, accounting accuracy and compliance with institutional, federal, state, and local regulations.

- Establishes long-range objectives and specifies the strategies and actions to achieve these objectives.

- Acts as liaison between the payroll department and various data processing departments. Ensures the implementation of payroll system requirements and revisions is accurate.

- Prepares feasibility studies of potential payroll system modifications and changes that require project team participation from various associated work units.

- Oversees, manages and directs the activities of others for all payroll tax activities, including compliance with local, state, and federal regulations and the filing of payroll tax returns and W-2 data.

- Provide direct supervision to exempt and non-exempt staff (i.e., hiring/firing, performance evaluations, disciplinary action, approve time off, etc.).

- Perform related duties based on departmental need, including report creation and relationships with internal and external auditors.

**Minimum Qualifications**

- Bachelor’s degree with seven (7) years experience; -OR- Associate’s degree with nine (9) years experience; -OR- eleven (11) years experience. Degree must be in Business Administration or related field. Experience must be in management with at least three (3) years supervision.

**Preferred Qualifications**

- Certified Payroll Professional.