

The University of Akron  
**Classification Specification**

<b>Job Title:</b>	Asst Mgr Payroll	<b>Job Code:</b>	42135
<b>Job Function:</b>	Staff	<b>Grade:</b>	120
<b>Job Family:</b>	Classified	<b>FLSA:</b>	Exempt
<b>SOC Description:</b>	2000 Finance / Accounting Division	<b>Date:</b>	1/04;11/01;7/99

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**Job Summary:**

Assist the Payroll Manager in the day-to-day functions of the Payroll Office. Supervise, train and evaluate the clerical staff while responding to complaints and concerns from employees.

**Essential Functions:**

35% Supervise the daily activities of the Payroll staff which includes monitoring the data entry of time sheets, personnel forms and troubleshooting problems.

30% Assist the Payroll Manager in the day-to-day functions of the Payroll Office which includes resolving pay issues. Act as liaison between Payroll and Human Resources.

20% Audit and analyze reports to ensure discrepancies are corrected.

15% Assist the Payroll Manager in developing payroll policies and procedures.

**Education:**

Requires a relevant Bachelor's Degree in accounting, Finance or business administration.

**Licenses/Certifications/Requirements:**

None.

**Experience:**

Requires a minimum of 4 years experience in a payroll, accounting or a financial environment. Prior supervisory experience required. Computer skills including spreadsheet, word processing and database capabilities required. Strong communications skills, the ability to work with the campus community, departments and vendors required. Strong organizational, problem-solving and time management skills required. Knowledge of IRS regulations and codes, and treaties with the United States required. Knowledge of FLSA and withholding tax requirements by federal state and local grants required.

**Leadership:**

Direct supervision and evaluation of work as a first-line supervisor over non-exempt staff including hiring, terminating, disciplining; or functional guidance and/or project leadership over exempt staff engaged in activities of a recurring basis.

**Physical Requirements:**

Light physical effort required involving stooping and bending; individual has limited discretion about walking, standing, etc.; occasionally lifting of lightweight objects (up to 25 lbs.).

**Working Conditions:**

Standard working environment with possible minor inconveniences due to occasional noise, crowded working conditions and/or minor heating/cooling or ventilation problems. Near continuous use (>70% of the time) of a video display terminal.

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The intent of this classification specification is to provide a representative summary of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description. The University requires that all University employees whose assigned duties include some involvement with The University of Akron's intercollegiate athletics program, comply with all relevant NCAA Bylaws in performing their work.