



Job Classification Description

**VSC, DIRECTOR PAYROLL & BENEFITS
NON-BARGAINING UNIT**

**GRADE 13
EXEMPT**

BASIC FUNCTION

To execute, faculty, staff and student payroll process for the Vermont State Colleges. To oversee and manage the payroll and employee benefits functions for the Chancellor's Office.

CHARACTERISTIC DUTIES & RESPONSIBILITIES

- VSC payroll policy interpretation, revision and implementation.
- Lead the VSC Payroll Team including conducting meetings and managing consistent payroll policies and practices across the system.
- Implement system-wide and individual (OC) employee changes and track all data related to benefits programs for the colleges.
- Create, run and interpret reports for the Chancellor's Office.
- Manage the system-wide administration of Catamount and unemployment benefits and any other benefits program as required.
- Execute the following system payroll processes: void checks, issues replacement checks and manage outstanding checks and stop payments.
- Responsible for system quarterly reporting, year-end reporting and fiscal year reporting.
- Pay federal and state payroll taxes for the system. Liaison with IRS for W-2 and quarterly report issues.
- Run all calculations and reports after payroll to complete the bi-weekly process.
- Collaborate with the OC Human Resources Office on a variety of overlapping processes and procedures.
- Maintain centralized payroll records and documentation.
- Keep abreast of current developments in relevant government regulations, court decisions, and for-profit and higher education payroll practices. Attend professional development opportunities.
- Coordinate with TIAA-CREF and other vendors related to administration of payroll and benefits.
- Serve as liaison for issues in Colleague related to payroll.
- Update quarterly leave accruals for the VSC in Colleague.
- Other duties as assigned.

SUPERVISION RECEIVED

General supervision is received from the Chief Financial Officer

SUPERVISION EXERCISED

None.

MINIMUM QUALIFICATIONS

Bachelor's degree in business or other appropriate discipline, plus three to five years of relevant payroll, personnel and/or higher education administration experience or an equivalent combination of experience and education.

- Advanced knowledge of benefits administration, state and federal wage/salary laws, an understanding of payroll accounting principles and procedures and possess experience in a complex computerized environment.
- Outstanding interpersonal communications skills – written and oral.
- Ability to maintain confidentiality and sensitivity to personnel issues is required. Ability to present information professionally and demonstrated high level organizational skills are necessary.
- Ability to work collaboratively in a diverse team environment and work effectively with a wide range of internal and external clients.
- Some travel may be required.

This general outline illustrates the type of work which characterizes the job classification. It is not an all encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification.