

SVSU JOB DESCRIPTION

JOB TITLE: Payroll Manager
DEPARTMENT: Controller's Office

GRADE LEVEL: A/P
FLSA: Exempt

JOB SUMMARY: The payroll manager will supervise and coordinate the University's payroll process.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Supervise and manage the payroll functions of the University.
- Coordinate biweekly payroll including related direct deposit, tax, benefit and withholding reconciliation, distributions, and related reports. Prepare and review payroll data for University staff and perform reconciliation of payroll registers to the University ledger.
- Coordinate monthly, quarterly, and annual federal, state, and local filing requirements.
- Assist with aspects of nonresident alien compensation related tax and reporting compliance.
- Coordinate with IT and HR (as needed) on all payroll-related upgrades and software updates.
- Monitor unemployment insurance.
- Coordinate the time and attendance system with administrative payroll clerk.
- Coordinate the reporting system providing accurate and timely compensation information and reports.
- Prepare payroll related documents and provide information for annual financial audit.
- Participate in the review, development and implementation of compensation policies, practices, and procedures.
- Prepare various federal and state reports for employment data.
- Maintain payroll related items on web page.
- Assist with administrative functions of the Controller's Office.
- Other duties as assigned that are assigned.

SUPERVISION RECEIVED: General supervision is received from the Tax and Financial Operations Manager and University Controller

SUPERVISION EXERCISED: Responsible for supervision, training, and development of Administrative Payroll Clerk. Backup as needed.

MINIMUM QUALIFICATIONS:

- Bachelor's degree in accounting or a related field required.
- Five years or more of increasingly responsible professional experience specifically related to payroll and accounting.
- Strong problem-solving skills, analytical ability, organization skills, written and oral communication skills.
- Ability to work both independently and as a member of a team.
- Ability to positively interact with a diverse campus community.
- Knowledge of computer-based management information systems and personal computer applications.
- Experience and ability to positively interact with a diverse campus community.
- Ability to perform the essential functions of the position with or without accommodations.

PREFERRED QUALIFICATIONS

- Knowledge of Workday platform.
- Professional certification.
- Professional experience in a university setting.

WORKING CONDITIONS: Duties are performed indoors and not normally exposed to adverse conditions.

The above reflects the general details considered necessary to describe the essential functions of the job. It shall not be construed as an exhaustive statement of duties, responsibilities, or requirements that may be inherent in the job. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of a similar kind or level of difficulty.

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