

JOB TITLE: Payroll Manager**JOB SUMMARY:**

The Payroll Manager is responsible for planning, supervising, and coordinating all aspects of the University's payroll operations to ensure employees are paid accurately, timely, and in compliance with federal, state, and local regulations. This position oversees the payroll process for all University employees, maintains payroll records, ensures tax and regulatory compliance, and serves as the primary resource for payroll-related policies, procedures, and reporting. The Payroll Manager collaborates closely with Human Resources, Information Technology, Finance, and other campus departments to support payroll system functionality, process improvements, and institutional compliance. The position also assists with financial reporting, audits, and special projects within the Controller's Office while maintaining the highest standards of confidentiality and customer service.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Supervise, coordinate, and manage all University payroll functions to ensure accurate and timely processing of employee compensation in accordance with institutional policies and applicable laws.
- Oversee the biweekly payroll process, including payroll review and approval, direct deposit processing, tax withholdings, benefit deductions, garnishments, payroll distributions, payroll reconciliations, and preparation of payroll reports.
- Prepare, analyze, and review payroll data for faculty, staff, student employees, and other eligible employee groups, ensuring payroll accuracy and compliance with University policies.
- Reconcile payroll registers to the University's general ledger, research discrepancies, prepare necessary journal entries, and resolve payroll-related issues in a timely manner.
- Coordinate and ensure timely completion of all monthly, quarterly, and annual federal, state, and local payroll tax filings and reporting requirements, including W-2 preparation and other required payroll tax documents.
- Assist with payroll processing and tax reporting requirements related to nonresident alien employees, ensuring compliance with applicable federal regulations
- 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.
- Perform other duties as assigned.

SUPERVISION RECEIVED:

General supervision is received from the Tax and Financial Operations Manager and University Controller.

SUPERVISION EXERCISED:

Responsible for supervising, training, and developing the 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, organizational skills, and 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 all members of the campus community
- Ability to perform the essential duties of the position with or without accommodations.

PREFERRED QUALIFICATIONS:

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

WORKING ENVIRONMENT & EMPLOYMENT CONDITIONS:

- Duties are generally performed inside and not exposed to adverse conditions.
- All work associated with this role must be performed within the state of Michigan.

Applicants must be legally authorized to work in the United States at the time of hire and throughout their employment. The university does not provide employment visa sponsorship now or in the future for this job classification. Since SVSU does not participate in E-Verify, candidates for employment are not eligible for STEM OPT extensions.

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 similar kind or level of difficulty.