

Founded in 1927, Austin Peay State University is a comprehensive, state-assisted university with an enrollment of approximately 9,000 students. APSU was named in honor of the late Tennessee Governor Austin Peay, who served from 1923–1927.

With a main campus in Clarksville, Tenn. and a satellite campus on post at Fort Campbell, Ky., APSU is one of 47 universities, community colleges and technology centers in the Tennessee Board of Regents system, the sixth largest system of higher education in the nation. The University offers a full range of academic programs at the associate, baccalaureate and master's degree levels in the arts, sciences, business and selected professional programs. APSU offers 13 online degree programs and hundreds of Web-based classes. Among APSU's many points of distinction are its outstanding programs in the sciences, two centers of excellence in the creative arts and field biology and four chairs of excellence in the creative arts, business, free enterprise and nursing.

An integral part of Clarksville, a rapidly growing city of more than 100,000 located 45 minutes northwest of Nashville, the University led the state in enrollment growth in recent years. Since 2000, Austin Peay has renovated and erected numerous top-of-the-line facilities on its 160-acre main. Of the universities offering classes on post at Fort Campbell, only APSU has been given permission to construct its own building. The University enrolls more students at the Fort Campbell Center than the other five institutions combined.

Payroll Manager
Human Resources
Regular Full-time Position
Position Number 540000

General Description

The Payroll Manager is under general supervision of the Director of Human Resources and Affirmative Action and works primarily in the areas of administering and managing payroll operations and supervising the preparation and processing of all University payrolls.

Primary Duties and Responsibilities

- Oversee the development, planning and administration of monthly, semi-monthly, and student payrolls.
- Coordinate payroll schedules with Information Technology and Business Services to avoid conflicts.
- Responsible for the implementation of Web Time Entry.
- Prepare and/or approve all payroll entries required to process voided checks, replacement/supplemental checks and reallocation of labor and benefit accounts.
- Responsible for payroll direct deposits, bank notification and submission of direct deposit file to bank in a timely manner.
- Supervise reconciliation of liability accounts applicable to Payroll; ensure that the payroll system and the financial accounting system are in balance.
- Supervise reconciliation of all deductions to a monthly billing, process payment request or journal entries.
- Balance encumbrances in payroll system to accounting system when necessary with Business Services.
- Assist as needed in processing the time sheets (to include verification and data entry).
- Supervise entry of job assignment information of non-student employees into payroll system.
- Work closely with Information Technology to ensure new releases are instituted properly and users are trained on new screens and procedures.
- Responsible for updating, revising and maintaining existing tables and calendars in the automated payroll/HR system.
- Maintain Banner security for HR and payroll reporting; process necessary paperwork for Information Technology.
- Responsible for reconciliation of monthly and fiscal year end retirement and FICA/FICA-MED reports, including electronic filing of data.
- Reconcile taxable wages and taxes payable - monthly, quarterly, and year end for W-2 purposes (federal, FICA, and FICA-MEDICARE). Prepare W-2's for printing and related magnetic media format and forms. Prepare 941 taxes and balance to the University's deposits.
- Interpret and apply taxation regulations for foreign faculty, staff, and students. Prepare related tax forms.
- Prepare monthly, quarterly, and annual reports - collect data required from the payroll system to complete reports and applicable forms, process computer tapes and payments as needed to be mailed to appropriate agencies; retirement TCRS and ORP providers, U.S. Department of Labor, Internal Revenue Service, insurance companies, Quarterly Unemployment Report, etc.
- Balance tax deposits for each payroll and maintain spreadsheet for quarterly 941 reports.
- Process and coordinate tax levies, bankruptcies and garnishments to ensure proper payments are submitted as directed.

Primary Duties and Responsibilities continued

- Counsel employees concerning EAP and other agencies regarding garnishments.
- Monitor and evaluate job performance of two clerical/support positions. Set priorities, delegate tasks and review work product to ensure accuracy and timeliness in payroll processing.
- Coordinate workshops regarding timekeeping procedures, adjunct and overload pay, and other areas related to payroll training.
- Analyze leave accruals and usage including sick and annual leave as well as compensatory time earned and used. Interpret leave or overtime policies and applicable policies as required.
- Process Fiscal Year End Leave Liability Report.
- Prepare retirement, FICA, annual and sick leave schedules for the University's Financial Report.
- Oversee the administration of the non-faculty and faculty sick leave banks.
- Assist state and internal auditors during audits.
- Perform other job-related duties as assigned.

Essential Functions

- Ability to maintain knowledge of all applicable state and federal laws related to payroll issues.
- Ability to maintain knowledge of IRS regulations.
- Ability to maintain knowledge of Tennessee Board of Regents and APSU policies/guidelines.
- Ability to effectively coordinate and use complex automated payroll/personnel systems.
- Ability to evaluate FLSA requirements, rules and regulations.
- Ability to efficiently use a personal computer and associated software (Excel, Microsoft Office, Access).
- Ability to perform complex mathematical calculations accurately.
- Ability to communicate effectively by expressing ideas clearly and concisely.
- Ability to maintain confidentiality.
- Ability to interact in an effective and appropriate manner with diverse populations, the University community and the public.
- Ability to interpret TBR and University procedures and policies, and state and federal regulations.
- Ability to supervise personnel and complete all associated personnel actions in a timely and accurate manner.
- Ability to prepare and maintain accurate records and reports.

Required Minimum Qualifications

- B.S. Degree in Accounting or a related field.
- Three years of previous experience in payroll administration.
- Previous experience balancing and preparing W-2's, quarterly tax reporting, and year-end processing.
- A background and credit check will be required of the successful applicant.

Additional Preferred Qualifications

- Familiarity with Sungard SCT Banner and a certified payroll professional (CPP) certificate highly preferred.
- Familiarity with TBR/APSU policies and procedures.
- Previous experience in a supervisory capacity.

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