



USC University of
Southern California

Director of University Taxation Job Description

JOB INFORMATION

<i>Job Code:</i>	113441
<i>Job Title:</i>	Director of University Taxation
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	
<i>Job Family:</i>	Accounting
<i>Job Family Group:</i>	Accounting, Finance and Banking
<i>Management Level:</i>	4 Administrator

JOB SUMMARY

Oversees all necessary tax reporting for the university, except for property tax and payroll tax matters. Represents the university in tax-related matters. Reviews certain taxable fringe benefits for the university and reports accordingly for W-2 purposes. Serves as a Subject Matter Expert in university tax-related matters. Maintains currency with, understands and ensures core compliance with all local, state and federal tax codes as they pertain to the university. Oversees the implementation and execution of tax internal control processes. Partners with schools/departments in order to provide tax guidance and assistance as needed.

JOB QUALIFICATIONS:

Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>	
X		Bachelor's degree		Or
X		Bachelor's degree	Accounting	Or
X		Bachelor's degree	Finance	
	X	Master's degree	Accounting	

Additional Education

Check here if experience may substitute for some of the above education.

Combined experience/education as substitute for minimum education

Work Experience

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>
X		7 years	
	X	10 years	

Additional Work Experience

Check here if education may substitute for some of the above work experience.

Combined experience/education as substitute for minimum work experience

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Significant knowledge of US federal and state income tax.
X		Strong issue recognition.
X		Proficient at tax research.
X		Excellent presentation skills.
X		Outstanding communication skills.
X		Ability to successfully manage multiple priorities.

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Oversees all necessary tax reporting for the University, except for property tax and payroll tax matters. Directs the preparation and authorizes the filing of all required city, state, and federal returns, including any necessary quarterly filings, including all related analysis and support. Prepares and files Department of Labor Forms 5500 for Health, Severance, and Disability Plans. Manages the tax reporting for Faculty / Staff loan program.				
Represents the university in tax-related matters. Serves as the university's primary liaison with federal, state, and city tax authorities. Manages external tax authorities and consultants, to ensure the most efficient and effective tax position for the university				
Reviews certain taxable fringe benefits for the university, (e.g., University Provided Vehicles, relocation packages, etc.) and reports accordingly for W-2 purposes.				
Serves as a Subject Matter Expert in university tax-related matters. Responds to technical questions and advises senior administration of the tax advantages or disadvantages of business decisions. Develops and designs overall tax planning strategies and policies and assists in their implementation.				
Maintains currency with, understands and ensures core compliance with all local, state and federal tax codes as they pertain to the university. Ensures senior management and staff are informed of any changes and updates in a timely manner.				
Oversees the implementation and execution of tax internal control processes. Coordinates internal tax auditing. Participates in the management of federal, state, and local tax audits and coordinates responses to inquiries and notices.				
Partners with schools/departments and develops and maintains strong relationships with key personnel in order to provide tax guidance and assistance as needed. Provides consultative services and training to faculty and staff on tax-related matters, as needed, in areas such as sales/use tax, unrelated business income, and loan processes. Guides schools/departments through tax-related processes and recommends best practices.				
Prepares and files Foreign Bank Account reporting due for the university as well as for employees with signature authority and no financial interest.				
Complies with all new ACA reporting requirements, reports and pays in a timely manner.				
Identifies activities and transactions in which the university has tax exposure. Ensures the University's tax exempt status and handles all issues accordingly.				
Serves as liaison with IT staff on all technical matters relating to tax applications.				

Other Requirements

Essential:	Emergency Response/Recovery	Essential:	Mandated Reporter
	In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee's department's emergency response		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident.

Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC’s policy at: https://policy.usc.edu/mandated-reporters/
<i>Campus Security Authority (CSA)</i>			<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC’s policy at: https://dps.usc.edu/alerts/clery/			No

ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

Print Employee Name

Signature

Date

Print Manager Name

Signature

Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.