



## Home Department Payroll Supervisor, Senior Job Description

### JOB INFORMATION

<i>Job Code:</i>	113306
<i>Job Title:</i>	Home Department Payroll Supervisor, Senior
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	Supervises employees and/or student workers.
<i>Job Family:</i>	HD - HR/Payroll Administration
<i>Job Family Group:</i>	Human Resources
<i>Management Level:</i>	6 Supervisor

### JOB SUMMARY

Supervises daily operation of payroll unit(s). Supervises payroll accounting functions and related reporting and filing requirements. Provides information and assistance to organization in all aspects of payroll. Recommends and implements process improvements. Ensures successful completion of internal and external audits and department adherence to state and federal regulations.

### JOB QUALIFICATIONS:

#### Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>
X		Associate's degree	
	X	Bachelor's degree	

#### 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		4 years	
	X	1 year	supervisory

#### 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

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Directly related payroll experience with some lead or supervisory experience.
X		Demonstrated interpersonal skills.
	X	Directly related payroll experience.

#### Other Job Factors

## JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Supervises the daily operations and/or functions of assigned payroll unit(s). Recruits, trains and hires new employees. Schedules, prioritizes and assigns work. Trains and assesses performance and provides feedback. Counsels and/or disciplines employees, as needed. Terminates as necessary.				
Assists in conducting internal audits and reviews to ensure adherence to university policies and external federal and state regulations. Examines and evaluates current methods and procedures for control adequacy. Develops and/or recommends implementation of process improvements or changes regarding payroll methods, controls, policies or procedures. Assists with the implementation of payroll improvements or changes to methods, controls, policies or procedures.				
Oversees review and maintenance of accounting records for payroll system(s). Monitors and reviews financial transactions for accuracy and adequacy of supporting documentation. Ensures compliance with university policies and procedures, agency rules and regulations, and generally accepted accounting principles. Interprets policy and assists with the development of payroll policies and procedures. Disseminates information to stakeholders regarding payroll policy, procedures and deadlines.				
Designs and produces regular reports and statements in accordance with generally accepted accounting principles. Reviews and analyzes reports for accuracy, problems and trends. Documents findings and makes recommendations for consideration by leadership. Oversees the preparation and distribution of pay according to assigned schedules.				
Promotes an environment that fosters inclusive relationships and creates unbiased opportunities for contributions through ideas, words, and actions that uphold principles of the USC Code of Ethics.				

## Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	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 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.		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. 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: <a href="https://policy.usc.edu/mandated-reporters/">https://policy.usc.edu/mandated-reporters/</a>
<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: <a href="https://dps.usc.edu/alerts/clery/">https://dps.usc.edu/alerts/clery/</a>			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.