



USC University of
Southern California

Payroll Specialist Senior Job Description

JOB INFORMATION

<i>Job Code:</i>	113218
<i>Job Title:</i>	Payroll Specialist Senior
<i>FLSA Status:</i>	Non-Exempt
<i>Supervisory:</i>	Leads one or more employees performing similar work.
<i>Job Family:</i>	Payroll
<i>Job Family Group:</i>	Accounting, Finance and Banking
<i>Management Level:</i>	7 Individual Contributor

JOB SUMMARY

Serves a senior leadership role in the planning and delivery of payroll services. Leads staff in a wide variety of tasks related to the set-up, processing, taxation, preparation, direct deposit and delivery of payroll checks for faculty, staff and students and stipend checks for non-resident alien students. Serves as payroll liaison to assigned home departments.

JOB QUALIFICATIONS:

Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>
X		High school or equivalent	
	X	Associate'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		3 years	
	X	4 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

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Payroll services experience.
X		Demonstrated interpersonal and communication skills.

Other Job Factors

JOB ACCOUNTABILITIES				
	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Has responsibility as a lead to provide guidance and direction to payroll staff members and student workers regarding the set-up, processing, taxation, preparation, direct deposit and delivery of payroll check requests for faculty, staff and students and stipend checks for non-resident alien students.				
Schedules and assigns work. Demonstrates techniques and/or procedures to others. Provides input to performance appraisals.				
Leads payroll specialist(s) with on-line processing of “out of system” payroll check requests. Audits calculations for termination documents and final checks.				
Provides service to assigned home departments. Answers policy and procedure questions for payroll staff, home departments and university employees. Investigates and resolves complex payroll problems according to FLSA, California State Wage and Labor Code, Immigration and IRS regulations and university policy and procedures. Assists Payroll Supervisor to train Payroll Processors and Home Department Coordinators in the use of on-line applications as needed.				
Sorts, prioritizes, reviews for accuracy and processes incoming payroll/personnel documents.				
Audits I-9 documents to ensure compliance with immigration Reform and Control Act (IRCA) requirements. Follows up on problem I-9’s, notifies Home Department Coordinators and Senior Business Officers of all I-9 violations.				
Prepares and processes payroll documents for non-resident aliens in accordance with Federal INS and IRS regulations. Updates system according to tax treaties and keeps payroll staff and home departments informed of all tax treaty changes. Handles all calendar year end processes for non-resident aliens (e.g., form renewals, treaty reviews, tax reviews).				
Coordinates final audit for all hand drawn checks to ensure compliance with university policy and state and federal law. Ensures and adheres to established controls in regard to hand drawn checks. Pulls checks and advice slips for special routing and handling.				
Processes new hire packages, exceptions, transfers and promotions. Inputs information to online system to establish taxation status. Researches missing documentation and discrepancies and coordinates with payroll staff to make necessary changes and updates. Reviews new hire paperwork from payroll staff and home departments for accuracy and missing documentation.				
Verifies and updates direct deposit applications, pre-notifications and changes in check depositions.				
Assists with College Work Study (CWSP) certification process.				
Maintains records and statistics for all payroll processes (e.g., IRCA, direct deposit, stop payments, bank reconciliations). Prepares periodic reports for management as needed.				

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: 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.