



USC University of
Southern California

Payroll Supervisor Job Description

JOB INFORMATION

Job Code:	113219
Job Title:	Payroll Supervisor
FLSA Status:	Exempt
Supervisory:	Supervises employees who do not supervise.
Job Family:	Payroll
Job Family Group:	Accounting, Finance and Banking
Management Level:	6 Supervisor

JOB SUMMARY

Supervises daily operation of assigned payroll unit. Processes and distributes payroll checks for all University payroll cycles, or provides support for payroll accounting and related regulatory reporting and filing requirements. Provides information and assistance to University community in all aspects of payroll.

JOB QUALIFICATIONS:

Education

Req	Pref	Degree	Field of Study
X		Associate's degree	
	X	Bachelor's degree	

Additional Education

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

<input type="checkbox"/>	Combined experience/education as substitute for minimum education
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Work Experience

Req	Pref	Work Experience	Experience Level
X		3 years	
	X	5 years	

Additional Work Experience

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

X	Combined experience/education as substitute for minimum work experience
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Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Supervisory-level payroll processing experience. Demonstrated interpersonal skills.

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Supervises the daily operation of assigned payroll unit. Schedules and assigns work. Trains and assesses performance and provides feedback. Counsels or disciplines, as needed.				
Coordinates production schedules, for payroll input and processing, in conjunction with master processing schedule and schedules of other departments.				
Prepares for signature quarterly tax returns for federal, state and FICA, as well as for other-states payrolls.				
Controls entries and clearings of assigned general ledger accounts.				
Interprets policy and assists with the development of university payroll policies and procedures.				
Assists with the development of internal procedures and controls for payroll processing, including forms and systems design.				
Disseminates information and provides training to the university population regarding payroll policy, procedures and deadlines.				
Oversees the maintenance of payroll records, logs and files in accordance with university policy and state and federal laws and regulations.				
Supervises and coordinates fiscal and calendar year-end processing of payroll, including supplemental payrolls, W-2 and other tax forms, and other government-required documentation				
Oversees processing of payroll check exceptions and court ordered deductions.				

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.