
Auburn University Job Description

Job Title:	Mgr, Fin/Int'l Payroll Tax	Job Family:	No Family
Job Code:	KA31	Grade 35:	\$51,900 - \$86,400
FLSA status:	Exempt		

Job Summary

Ensures that Auburn University and Auburn University Montgomery are in compliance with IRS rules and regulations regarding non-resident aliens receiving payments from the university, as well as manages the financial analysis and reporting function of the department.

Essential Functions

1. Directs and oversees departmental operations relating to non-resident alien taxes and payments including, but not limited, determination of individuals' tax status, performance of substantial presence test/treaty analysis, coding of taxes/treaty benefits, and determination of tax on athletic and educational scholarship.
2. Analyzes, processes, and assess taxes (when applicable) on all payments made through PPS for Auburn University and Auburn University Montgomery; approves non-US vendor registries.
3. Responsible for the accounting, reporting, analysis, budgeting, and monitoring of departmental financial matters.
4. Tracks new and existing laws related to taxes and immigration to ensure the university's compliance.
5. Oversees and ensures the preparation of 1042-S tax forms to send to individuals and the IRS annually, as well as completes the 1042 tax return for the university; coordinates and reviews the preparation of other IRS filings and records for the department.
6. Manages and provides communications and training to departments with international employees, as well as maintains relevant materials and webpages.

Supervisory Responsibility

Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.

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Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	Four-year college degree	Degree in Business, Management, Accounting, Finance, Human Resources, Health Administration, Public Administration, or related field
Experience (yrs.)	5	Experience in international tax law compliance, payroll administration, and payroll/financial systems maintenance

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge

Knowledge of IRS Tax Code and Laws, payroll and benefit policies and procedures, accounting and budgeting principles, and the analysis of financial data.

Certification or Licensure Requirements

None Required.

Physical Requirements/ADA

No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires sitting, talking, hearing, handling objects with hands, .

Job occasionally requires standing, walking, reaching, climbing or balancing, stooping/kneeling/crouching/crawling, and lifting up to 25 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 6/1/2012
