



**JOB INFORMATION**

Job Code	KA03C
Job Description Title	Spec III, Non-Res Alien Tax
Pay Grade	FO10
Range Minimum	\$58,040
33rd %	\$71,580
Range Midpoint	\$78,350
67th %	\$85,120
Range Maximum	\$98,660
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	1/5/2012

**JOB FAMILY AND FUNCTION**

Job Family:	Financial & Business Operations
Job Function:	Tax

**JOB SUMMARY**

Ensures that Auburn University and Auburn University-Montgomery is in compliance with IRS rules and regulations regarding non-resident aliens receiving payment from the University.

**RESPONSIBILITIES**

- Analyzes information from Alien Employment Form and documentation to determine tax status of individual.
- Codes taxes and treaty benefits in payroll system for all non U.S. citizens.
- Performs substantial presence test/treaty analysis on a yearly basis to determine tax status.
- Communicates with students, employees and independent contractors as needed to answer questions about their taxes and ensures appropriate federal tax forms are on file.
- Processes 1042-S tax forms to send to individual and IRS on a yearly basis. Completes 1042 tax return for the University.
- Provides training to departments across the University with international employees and coordinates information exchange with International Education which may include orientation and check-in of international employees.
- Conducts ongoing research on existing and new tax and immigration laws to ensure the University is in compliance.
- Works with Athletics and Procurement and Payment Services at Auburn University and Auburn University-Montgomery to determine tax on athletic and educational scholarships and payments to visitors.

**SUPERVISORY RESPONSIBILITIES**

Supervisory Responsibility	May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.
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**MINIMUM QUALIFICATIONS**

**To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only be utilized when the candidate does not meet the minimum requirements.**

## MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience
Bachelor's Degree	Degree in Accounting, Finance or related field	and	4 years of	Experience in the application/interpretation of IRS rules and regulations regarding non-resident aliens

Substitutions Allowed for Experience: Yes

*Substitution allowed for Experience: When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.*

## MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Possesses and applies a broad knowledge of principles, practices and procedures of a particular field of specialization to the completion of difficult assignments.

Also possesses knowledge of related fields and areas of operation which affect, or are affected by, the work.

## MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Desired
None Required.			

## REQUIRED PRE-EMPLOYMENT SCREENINGS

Financial History Check

## PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category: Other

## PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting	X					
Climbing		X				
Stooping/ Kneeling/ Crouching			X			
Reaching			X			
Talking					X	
Hearing					X	
Repetitive Motions					X	
Eye/Hand/Foot Coordination					X	

## WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			

# WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme heat		X			
Humidity		X			
Wet		X			
Noise		X			
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

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