



JOB INFORMATION

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|-------------------------|-----------------------------|
| Job Code | KA03C |
| Job Description Title | Spec III, Non-Res Alien Tax |
| Pay Grade | FO10 |
| Range Minimum | \$59,780 |
| 33rd % | \$73,730 |
| Range Midpoint | \$80,700 |
| 67th % | \$87,670 |
| Range Maximum | \$101,620 |
| 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.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

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

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/ONGOING 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 | | | |
| 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.