



Executive Director, University Payroll Services Job Description

JOB INFORMATION

<i>Job Code:</i>	113227
<i>Job Title:</i>	Executive Director, University Payroll Services
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	Manages through subordinate supervisors.
<i>Job Family:</i>	Payroll
<i>Job Family Group:</i>	Accounting, Finance and Banking
<i>Management Level:</i>	4 Administrator

JOB SUMMARY

Serves as the most senior person representing Payroll Services whose primary responsibility is to oversee university payroll and payroll tax operations. Develops strategy, planning, communications and training related to payroll policies, procedures, processes, functions, activities and related services. Ensures compliance with all federal, state and local laws as well as university policy.

JOB QUALIFICATIONS:

Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>
X		Master'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		10 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		Thorough knowledge of federal and state wage and hour law including minimum pay requirements, minimum wage and salary rates, time and record keeping, overtime pay requirements and pay periods.
X		Management experience and payroll processing and system experience.
X		Demonstrated strong oral and written communication and analytical skills. Project management skills and experience.
X		Ability to work effectively with senior management.

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Ability to handle sensitive and confidential information.
X		Detail oriented with ability to multi-task and meet time sensitive deadlines.

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Oversees university payroll and payroll tax operations. Develops strategy, planning, communications and training related to payroll policies, procedures, processes, functions, activities and related services. Ensures all university employees are paid accurately and on-time, taxes and other required government withholdings are executed, collected, deposited and reported on a timely basis to federal, state and local authorities.				
Ensures compliance with all federal, state and local laws as well as university policy regarding payments of wages, tax withholding for US citizens, permanent residents and non-resident aliens, as well as other payroll deductions and reductions as mandated by federal, state, local authorities (wage assignments) or those which are voluntarily requested by employees. Ensures compliance and required reporting is completed for all university collective bargaining agreements.				
Participates in short and long-term strategic planning, making or recommending modifications and/or additions to services provided, staffing and organizational plans, and corresponding budgetary implications.				
Directly or indirectly manages all staff assigned to department, usually through subordinate supervisors. Determines staffing needs based on short and long-term plans and goals. Reviews and endorses or makes recommendations for hiring, staff raises, promotions and reclassifications. Approves/disapproves all work guidance actions within unit. Provides performance appraisals for staff and determines need for disciplinary action. Makes recommendations or approves plans for staff training and professional development.				
Administer the university's current time and attendance systems such as OTiS, Boss and Kronos. Ensures compliance and successful interaction with the university's Payroll, Personnel and Benefits System. Recommends enhancements and changes to the university's time and attendance systems.				
Recommends enhancements and changes to the university's Payroll, Personnel, Benefits System and the time and attendance systems. Plans, designs and tests new and enhanced payroll and time and attendance systems for university. Works closely with programmers to ensure payroll systems integrity and compliance with all federal, state and local laws and university policies.				
Develops and implements policies and procedures related to payroll and the time and attendance systems. Ensures policies and procedures comply with federal, Executive, state and local law.				
Oversees the departmental training component and ensures university community is informed and trained in new and existing policies and procedures that effect payroll processing. Develops plans, procedures and programs to meet specific payroll training needs and issues. Conducts training sessions for home department coordinators and staff, as needed.				
Works with internal and external auditors related to payroll, payroll taxes, payroll system, and time and attendance systems. Develops and implements solutions to audit findings, as necessary.				
Plans, develops and manages unit or program budget determining fiscal priorities. Recommends and/or makes budgetary and resource allocations. Provides financial analyses, projections and reports as needed.				
Establishes and maintains appropriate network of professional contacts. Maintains currency with professional organizations and publications. Attends and participates in meetings, conferences, etc.				

Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
No	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.	No	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.