



## JOB INFORMATION

<i>Job Code:</i>	113295
<i>Job Title:</i>	Payroll Director (Departmental)
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	Manages through subordinate supervisors.
<i>Job Family:</i>	HD - HR/Payroll Administration
<i>Job Family Group:</i>	Human Resources
<i>Management Level:</i>	4 Administrator

## JOB SUMMARY

Manages the activities of a large payroll function. Develops and interprets policies and procedures for payroll process and timekeeping and coordinates payroll production schedules in conjunction with all relevant schedules and requirements. May oversee quarterly tax returns and FICA funds, provides training, and represents university in responding to payroll related court requests and inquiries.

## JOB QUALIFICATIONS:

### Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>
X		Bachelor's degree	
	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	
	X	12 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		Experience working with time and attendance, payroll, and HRIS systems (e.g., ADP Workforce Now, ADP PayXpert, UKG-Krono).
X		Ability to build positive working relationships with clients and peers at all levels within the organization.
X		Excellent written and verbal communication and service and resolution skills.

## Knowledge, Skills and Abilities

Req	Pref	Functional Skills
	X	Comprehensive understanding of payroll best practices, payroll regulations (FLSA), multi-state wage/tax law, record keeping/administration, taxable and nontaxable expenses and Generally Accepted Accounting Principles (GAAP).
	X	Experience resolving complex payroll matters, evaluating risks, analyzing possible outcomes and making fact-based decisions.
	X	Ability to interpret complex personal service contracts and collective bargaining agreements.

## Certifications

Req	Pref	Select Certifications	Enter Additional Certifications
	X		Certified Payroll Professional (CPP) certification.

## Other Job Factors

## JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Develops and interprets policies and procedures for payroll process and timekeeping, ensuring compliance with government regulations. Participates with other senior managers to establish strategic plans and objectives. Develops internal operating procedures and controls for payroll processing and distribution.				
Prepares and coordinates payroll production schedules in conjunction with all relevant schedules and requirements. Ensures the generation and storage of key records (e.g., vacation and sick leave accrual, overtime, and withholding status).				
Oversees entries/clearings of general ledger accounts and fiscal and calendar year end processing of payroll (e.g., supplemental payrolls, W-2, other tax forms/documentation). May oversee quarterly tax returns and FICA funds (e.g., resident state, federal, other state).				
Provides direction, training, and development to staff; assesses performance. Oversees dissemination of information and training of serviced population regarding payroll policy, procedures, and deadlines. Represents university in responding to payroll related court requests and inquiries. Oversees entries and clearings of general ledger accounts.				
Promotes an environment that fosters inclusive relationships and creates unbiased opportunities for contributions through ideas, words, and actions that uphold principles of the USC Code of Ethics.				

## Other Requirements

Essential:	Emergency Response/Recovery	Essential:	Mandated Reporter
	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: <a href="https://policy.usc.edu/mandated-reporters/">https://policy.usc.edu/mandated-reporters/</a>
	<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: <a href="https://dps.usc.edu/alerts/clery/">https://dps.usc.edu/alerts/clery/</a>		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.