

**UNIVERSITY OF SOUTHERN CALIFORNIA**

**Payroll Director (Departmental)**

**Job Code: 113295**

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**OT Eligible: No**

**Comp Approval: 12/14/2021**

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**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 oversees quarterly tax returns and FICA funds, provides training, and represents university in responding to payroll related court requests and inquiries.

**JOB ACCOUNTABILITIES:**

**\*E/M/NA % TIME**

- |       |       |   |
|-------|-------|---|
| _____ | _____ | 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 oversees 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.                       |
| _____ | _____ | 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.   |
- Performs other related duties as assigned or requested. The university reserves the right to add or change duties at any time.

**\*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.**

**EMERGENCY RESPONSE/RECOVERY:**

Essential:  No

Yes 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.

**JOB QUALIFICATIONS:**

**Minimum Education:**

Bachelor's degree  
Combined experience/education as substitute for minimum education

**Minimum Experience:**

10 years  
Combined education/experience as substitute for minimum experience

**Minimum Field of Expertise:**

Certified Payroll Professional (CPP) certification. Experience working with time and attendance, payroll, and HRIS systems (e.g., ADP Workforce Now, ADP PayXpert, UKG-Krono). Ability to build positive working relationships with clients and peers at all levels within the organization. Excellent written and verbal communication and service and resolution skills.

**Preferred Education:**

Master's degree

**Preferred Experience:**

12 years

**Preferred Field of Expertise:**

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). Experience resolving complex payroll matters, evaluating risks, analyzing possible outcomes and making fact-based decisions. Ability to interpret complex personal service contracts and collective bargaining agreements.

**Supervises: Level:**

Manages through subordinate supervisors.

**SIGNATURES:**

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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