AUBURN
Human Resources

Spec II, Non-Resident Alien Tax

Job Description

JOB INFORMATION

Job Code	KA03B
Job Description Title	Spec II, Non-Resident Alien Tax
Pay Grade	FO09
Range Minimum	$54,190
33rd %	$66,840
Range Midpoint	$73,160
67th %	$79,480
Range Maximum	$92,130
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 to 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	2 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 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			

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Noise		X			
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

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