

Class Code:.....0495
Position#:(PSA).....8812
Developed by:.....JC
Reviewed by:.....SG
Approved by:.....LK
Date:.....01/99;09/04

UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Coordinator, Foreign National Tax Compliance
DIVISION: Business & Finance (Payroll Office)
REPORTS TO: Manager, Payroll
GRADE: 8
SUPERVISES: N/A

BASIC FUNCTION:

To insure compliance with federal regulations regarding the taxation and reporting of resident and non-resident foreign national income.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Interview nationals requesting tax exemptions based on treaties with foreign governments. Interpret treaties as they relate to each national. Ensure the proper completion of required exemption forms and their timely submission to the federal government.

Interact and coordinate with University administrators and department heads concerning employment requirements for nationals.

For non-U.S. citizens, coordinate with the University's Office of Human Resource Administration to ensure proper completion of I-9 Forms upon employment.

Develop, schedule, and conduct tax compliance workshops for administrators, department heads and nationals.

Maintain a database on Windstar Technologies software for all foreign students, faculty, staff and temporary visitors at the University.

Coordinate and control the transfer of data between Windstar and PeopleSoft systems to ensure the timely and accurate taxation of nationals.

Supervise the production and submission of Forms 1042S at calendar year-end. Assist in the reconciliation of calendar year earnings to ensure the proper treatment of national compensation and payments.

Assist nationals with all matters relating to taxation during their stay at the University.

OTHER DUTIES AND RESPONSIBILITIES:

Keep abreast of legislative changes to Department of Labor, INS and IRS rules.

Advise and assist clerical employees in the Controller's Office regarding the proper taxation and reporting of non-payroll payments to foreign nationals.

Perform additional duties as required.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers and printers; word processing, database management, and spreadsheet software.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Bachelor's degree in accounting, business administration or related field; at least 2 years of work experience in a financial setting, including duties requiring communications with regulatory agencies and customers, preferably in a public education office; excellent interpersonal skills and the ability to communicate effectively with a diverse clientele; demonstrated knowledge of Microsoft Office products, as well as database applications (PeopleSoft or Windstar preferred). **PREFERRED:** Knowledge of Department of Labor, Internal Revenue Service, and Immigration & Naturalization regulations regarding the employment of foreign nationals, the taxation of income to them, and the reporting of that income to the federal government; knowledge of tax treaties with foreign countries and their impact on social security and federal withholding tax, and of procedures and forms used to report the income of foreign nationals.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.