

UNIVERSITY OF SOUTHERN CALIFORNIA

Accountant II

Job Code: 113423

OT Eligible: Yes

Comp Approval: 1/1/2007

JOB SUMMARY:

Manages the accounting records for an assigned major segment of the University's financial system. Applies an in-depth knowledge of accounting principles to review, analyze, summarize and report financial information. Designs accounting procedural and systems enhancements to improve operating effectiveness. May lead other accountants on a regular basis or on projects of a specialized nature.

JOB ACCOUNTABILITIES:

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

- | | | |
|-------|-------|---|
| _____ | _____ | Manages the accounting records for an assigned major segment of the university's financial system. Monitors and reviews financial activity. Applies accepted accounting principles to design and produce regular reports and statements and analyze for accuracy, problems and trends and makes recommendations. Documents findings and recommendations for consideration by manager. |
| _____ | _____ | Conducts internal reviews to ensure adherence to university policies and agency regulations. Examines and evaluates current methods and procedures for adequacy of controls. Recommends and assists in the implementation of improvements or changes. |
| _____ | _____ | Develops or revises internal accounting systems. Designs formats to assist in reporting and analysis. Recommends and implements controls to ensure reliability of systems and integrity of data. |
| _____ | _____ | Compiles and organizes data for use in budget forecasts and development. Produces regular operating statements. Evaluates actual performance to projections and develops conclusions and recommendations addressing variances. Advises and consults with management concerning the accounting and financial implications of existing and projected department activities. |
| _____ | _____ | Advises on university financial policies and procedures, agency laws and regulations, and generally accepted accounting principles. |
| _____ | _____ | Maintains currency with laws and regulations governing accounting policies and procedures. |
| _____ | _____ | May act as a lead to other accountants and/or student workers with work assignments, problem resolution and/or with special projects. Provides leadership and guidance to accountants and/or student workers with work assignments and/or special assignments or short-term projects as needed. Assists in training or scheduling work assignments as required. |
| | | 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

Minimum Experience:

3 years

Minimum Field of Expertise:

Strong knowledge of generally accepted accounting principles including fund accounting

Preferred Education:

Master's degree

Preferred Experience:

5 years

Preferred Field of Expertise:

Progressively responsible experience as an accountant with knowledge of University financial systems and knowledge of computers and financial applications

Skills: Other:

- Analysis
- Assessment/evaluation
- Budget control
- Budget development
- Communication -- written and oral skills
- Conceptualization and design
- Conflict resolution
- Consulting
- Interpretation of policies/analyses/trends/etc.
- Knowledge of applicable laws/policies/principles/etc.
- Lead/guidance skills
- Organization
- Planning
- Problem identification and resolution
- Project management
- Research
- Scheduling

Statistical analysis

Skills: Machine/Equipment:

- Adding machine
- Calculator
- Computer network (department or school)
- Computer network (university)
- Computer peripheral equipment
- Fax
- Personal computer
- Photocopier

Supervises: Level:

- Leads employees performing similar work on a project basis.
- Leads one or more employees performing similar work.
- May oversee student, temporary and/or casual workers.

Supervises: Nature of Work:

- Administrative
- Clerical/Secretarial
- Professional/Paraprofessional
- Project Management

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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