

UNIVERSITY OF SOUTHERN CALIFORNIA

Senior Accounting/Financial Manager

Job Code: 113433

OT Eligible: No

Comp Approval: 6/6/2013

JOB SUMMARY:

Manages the staff and operations of multiple financial departments in an administrative or auxiliary division or a large financial unit in an administrative or auxiliary division/department. Oversees accounting and financial operations, short and long term budgeting, personnel administration, strategic planning, and policy development and implementation. This classification is reserved for positions with complex financial operations and university-wide scope and impact.

JOB ACCOUNTABILITIES:

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

- | | | |
|-------|-------|---|
| _____ | _____ | Manages staff and operations of multiple financial departments in an administrative or auxiliary division or a large financial unit in an administrative or auxiliary division/department. Directs managers and/or supervisors in short and long-term planning, setting goals and strategies, development of departmental policies and procedures, regulatory interpretations and interface, and ongoing evaluation of operational effectiveness. |
| _____ | _____ | Directly or indirectly manages all assigned subordinate staff, usually through multiple layers of supervisors. Recruits, screens, hires, orients and trains staff. Evaluates employee performance and provides guidance and feedback to assigned staff. Counsels, disciplines and/or terminates employees, as required. |
| _____ | _____ | Plans and administers departmental budgets in conjunction with subordinate managers and/or supervisors. Provides historical data and projections as required for budget development and planning. |
| _____ | _____ | Oversees account reconciliations and production of regularly scheduled summary reports, income and financial statements for assigned accounting operations. Analyzes reports for accuracy prior to distribution. |
| _____ | _____ | Oversees monitoring, review and verification of accounting records and transactions for accuracy, timeliness and completeness of supporting documentation. Ensures compliance with internal policies and procedures, agency rules and regulations, and generally accepted accounting principles. |
| _____ | _____ | Maintains responsibility for the fiscal integrity of financial reporting and operations for multiple departments. Meets with managers and/or supervisors on a regular basis for status reports and to assist with policy, procedural or regulatory interpretation and problem resolution. |
| _____ | _____ | Participates in strategic planning activities. Oversees research and compilation of data. Develops assumptions, projections and recommends strategies. Monitors action plans, recommends and implements changes, as needed. |
| _____ | _____ | Advises on university financial policies and procedures, agency laws and regulations, and generally accepted accounting principles. |
| _____ | _____ | Develops, implements and documents internal policies and procedures and guidelines. |

- _____ _____ Develops, enhances and maintains information systems to support financial operations. Ensures that internal systems complement university-wide systems and that information is reconciled on a regular basis.
- _____ _____ Coordinates the development and maintenance of electronic systems and procedures. Provides direction and input for the development of accounting applications, reports, forms, records and documented procedures.
- _____ _____ Establishes and maintains appropriate network of professional contacts. Maintains currency with professional organizations and publications. Attends and participates in meetings, conferences, etc. Represents university and/or unit, as assigned or appropriate.
- _____ _____ Develops and implements security related procedures such as office opening and closing routines, recognition of duress signals and key controls. Coordinates security activities with Department of Public Safety. Promotes and maintains standards for security conscious awareness and behavior. Maintains knowledge of University's crime prevention and suppression programs and services. Ensures dissemination of security related information to staff.
- 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:

7 years

Minimum Field of Expertise:

Directly related accounting experience. Thorough knowledge of generally accepted accounting principles and procedures. Ability to use a variety of accounting/financial software applications such as databases, spreadsheets, etc, as required.

Preferred Education:

Bachelor's degree

Preferred Field of Expertise:

Experience with University financial policies, procedures and systems. Experience managing staff and operations in multiple financial departments.

Skills: Other:

- Analysis
- Assessment/evaluation
- Budget control
- Budget development
- Coaching
- Communication -- written and oral skills
- Conceptualization and design
- Conflict resolution
- Consulting
- Counseling
- Human resource process and employment knowledge
- Interpretation of policies/analyses/trends/etc.
- Interviewing
- Knowledge of applicable laws/policies/principles/etc.
- Managerial skills
- Networking
- Organization
- Planning
- Problem identification and resolution
- Project management
- Research
- Scheduling
- Staff development
- Statistical analysis
- Teaching/training

Skills: Machine/Equipment:

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

Supervises: Level:

- Manages employees (varied levels) across departments on a project basis.
- Manages through subordinate supervisors.

Supervises: Nature of Work:

- Administrative
- Managerial
- Professional/Paraprofessional

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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