

UNIVERSITY OF SOUTHERN CALIFORNIA

Budget/Business Technician

Job Code: 113507

OT Eligible: **Yes**

Comp Approval: **12/2/2004**

JOB SUMMARY:

Performs a combination of duties related to the processing and monitoring of business transactions for an academic, research, administrative or auxiliary department.

JOB ACCOUNTABILITIES:

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

- _____ _____ Assists in the set up, maintenance and monitoring of department accounts. Assigns account numbers for routine business transactions. Prepares, processes and/or reviews paperwork, e.g., department orders and check requests, requisitions and other budget and business forms. Prepares and processes travel advances and reimbursements for faculty and staff.
 - _____ _____ Inputs financial data to ledgers or departmental accounting systems. Reconciles internal records to university financial system ASR's. Distributes ASR's. Researches problems and corrects errors or brings to the attention of the supervisor for further consideration.
 - _____ _____ Deposits tuition and gift income to appropriate accounts. Processes gift receipts.
 - _____ _____ Monitors blanket requisition charges and itemizes expenses.
 - _____ _____ Monitors and/or controls expenditures for intercampus and external vendors. Reconciles vendor statements and pays invoices. Interfaces with purchasing, external vendors and accounts payable to verify prices and resolve discrepancies.
 - _____ _____ Tracks equipment purchases and obtains maintenance contracts.
 - _____ _____ Processes payrolls for faculty, staff and students. Monitors payroll activity. Receives and distributes paychecks. Interfaces with the Payroll Office to resolve problems.
 - _____ _____ Assists with budget preparation for grant proposals. Gathers pertinent information and assists in developing budget projections. Gathers information on financial requirements for proposals.
 - _____ _____ Interacts with university financial offices to exchange information and resolve problems.
 - _____ _____ Assists in the preparation of periodic financial reports for internal and/or external use.
- 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:**

High school or equivalent

Combined experience/education as substitute for minimum education

Minimum Experience:

2 years

Minimum Field of Expertise:

Directly related office financial experience to provide a knowledge of accounts payable, income and expense accounting and reconciliation, and budget preparation.

Preferred Education:

Associate's degree

Related undergraduate study

Preferred Field of Expertise:

College coursework in business administration, accounting or related field and 1-2 years of directly related work experience.

Skills: Administrative:

Assemble and organize numerical data
Balance figures
Communicate with others to gather information
Compute totals
Gather data
Input data
Maintain filing systems
Prioritize different projects
Research information
Understand and apply policies and procedures
Use computerized spreadsheets
Verify calculations

Skills: Machine/Equipment:

Adding machine
Calculator
Computer network (department or school)
Computer network (university)
Personal computer

Supervises: Level:

May oversee student, temporary and/or casual workers.

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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