

**UNIVERSITY OF SOUTHERN CALIFORNIA**

**Financial Analyst II**

**Job Code: 113611**

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**OT Eligible: No**

**Comp Approval: 9/9/1993**

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**JOB SUMMARY:**

Performs complex financial reporting and analyses to assist the organization in business and financial short- and long-term planning. Assignments are either highly specialized requiring advanced knowledge of a particular financial area, or analyses may be more general requiring a thorough knowledge of a broader range of financial activities.

**JOB ACCOUNTABILITIES:**

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

- |       |       |  |
|-------|-------|--|
| _____ | _____ | Coordinates, organizes and completes strategic and complex projects of a financial or business nature requiring identification and extraction of data, evaluation, interpretation, analysis and summation of findings. Presents results formally to senior management. |
| _____ | _____ | Produces regular and ad-hoc financial and operating reports. Evaluates and analyzes reports and data. Develops conclusions and recommendations and communicates orally or in writing to management.  |
| _____ | _____ | Monitors financial operations for a large operating area of the university or for a significant financial activity. Identifies problems or trends and evaluates for solutions. Seeks resolution or brings to the attention of senior management for consideration.     |
| _____ | _____ | Reviews existing accounting, reporting and data management systems and methods for adequacy. Contributes to the development and/or modification of financial systems and applications to enhance reporting and information capabilities.                               |
| _____ | _____ | Provides internal financial consulting services and advises on complex or technical financial issues.  |
|       |       | 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:**

Business education or closely related field. Experience in financial analysis and reporting with knowledge of computer simulation and forecasting techniques.

**Preferred Education:**

Master's degree

**Preferred Experience:**

5 years

**Preferred Field of Expertise:**

Directly related experience in a university environment with knowledge of university systems and procedures preferred.

**Skills: Other:**

Analysis  
Assessment/evaluation  
Communication -- written and oral skills  
Conceptualization and design  
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  
Public speaking/presentations  
Research  
Statistical analysis

**Skills: Machine/Equipment:**

Adding machine  
Calculator  
Computer network (university)  
Personal computer

**Supervises: Level:**

Leads employees performing similar work on a project basis.

**Supervises: Nature of Work:**

Administrative  
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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