



USC University of
Southern California

Administrative Budget Assistant Job Description

JOB INFORMATION

<i>Job Code:</i>	111021
<i>Job Title:</i>	Administrative Budget Assistant
<i>FLSA Status:</i>	Non-Exempt
<i>Supervisory:</i>	May supervise student, temporary and/or resource workers.
<i>Job Family:</i>	Budget/Business Analysis
<i>Job Family Group:</i>	Accounting, Finance and Banking
<i>Management Level:</i>	7 Individual Contributor

JOB SUMMARY

Performs administrative duties and processes budget transactions for an academic or administrative unit.

JOB QUALIFICATIONS:

Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>
X		Associate's degree	
	X	Bachelor's degree	

Additional Education

Check here if experience may substitute for some of the above education.

Combined experience/education as substitute for minimum education

Work Experience

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>
X		3 years	
	X	4 years	

Additional Work Experience

Check here if education may substitute for some of the above work experience.

Combined experience/education as substitute for minimum work experience

Knowledge, Skills and Abilities

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Secretarial, clerical or administrative experience including some budget, financial or payroll experience.

Other Job Factors

JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Assists with budget preparation for grant proposals. Gathers pertinent information and assists in developing budget projections. Gathers information on financial requirements for proposals.				
Processes payrolls for faculty, staff and students. Monitors payroll activity. Receives and distributes paychecks. Interfaces with the Payroll Office to resolve problems.				
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.				
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. Tracks equipment purchases and obtains maintenance contracts.				
Composes and produces a variety of business correspondence, reports and related materials or guides the work of other staff who produce these materials. Reviews and signs, as authorized.				
Performs administrative duties associated with scheduling and coordinating meetings and planning events. Arranges with vendors for services, prepares agendas, gathers and organizes supporting information, and oversees production and distribution of related materials. Attends functions to ensure satisfactory outcome. Records minutes and summarizes for typing and distribution.				
Oversees office operations. Implements changes or enhancements to procedures to improve productivity, efficiency and service.				
Ensures confidentiality and controls access to sensitive information such as faculty or staff personnel files.				
Serves as internal resource to faculty, administrators, staff or students on departmental and university procedures. Researches information, as requested, and relays official interpretations. Maintains currency on revisions to department, school, and/or university policies and procedures.				
Reconciles internal records to university financial system ASR's. Researches problems and corrects errors.				
Researches and gathers data for departmental reports. Conducts preliminary analysis of data. Recommends report content and format to display findings most effectively.				

Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	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.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC's policy at: https://policy.usc.edu/mandated-reporters/
<i>Campus Security Authority (CSA)</i>			<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC's policy at: https://dps.usc.edu/alerts/clery/			No

ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

Print Employee Name

Signature

Date

Print Manager Name

Signature

Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.