



Associate University Budget Director Job Description

JOB INFORMATION

<i>Job Code:</i>	113547
<i>Job Title:</i>	Associate University Budget Director
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	Manages through subordinate supervisors.
<i>Job Family:</i>	Budget/Business Analysis
<i>Job Family Group:</i>	Accounting, Finance and Banking
<i>Management Level:</i>	5 Manager

JOB SUMMARY

Directs and oversees the compilation and preparation of the University's annual operating budget submissions. Participates in short and long-range fiscal planning and goal setting for the University, and strategic planning projects with University-wide implications. Directs the design, implementation, and support of budget management and reporting systems, and related policies and processes used to formulate the University-wide annual operating budget. Oversees the budget preparation activities of senior business officers across the University, during the annual budget cycle. Oversees, through facilities managers, the administrative operation of the USC satellite campuses in Irvine (Orange County Center) and Sacramento (State Capital Center). Reports to Associate Vice President, Executive Director of Budget.

JOB QUALIFICATIONS:

Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>	
X		Bachelor's degree		Or
X		Bachelor's degree	Business Administration	Or
X		Bachelor's degree	Accounting	Or
X		Bachelor's degree	Public Administration	Or
X		Bachelor's degree	Economics	Or
X		Bachelor's degree	Mathematics	
	X	Master's degree		

Additional Education

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

<input type="checkbox"/>	Combined experience/education as substitute for minimum education
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Work Experience

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>	
X		7 years		

Additional Work Experience

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

<input type="checkbox"/>	Combined experience/education as substitute for minimum work experience
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Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Financial and budget planning experience.
X		Solid understanding of budget planning in a decentralized environment.
X		Demonstrated skill in quantitative financial analysis and budgetary control, with thorough working knowledge of general accounting principles and practices, with an emphasis on fund accounting and university financial accounting.
X		Advanced analytical, evaluative, objective critical thinking and problem-solving skills required.
X		Ability to prepare complex and detailed financial and budgetary analyses and reports.
X		Demonstrated interpersonal skills and ability to deal credibly and effectively with senior leadership.
	X	In-depth knowledge of financial planning and budget management principles, and an excellent understanding of generally accepted accounting principles.

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Directs and oversees the compilation and preparation of the university's annual operating budget submissions. Identifies strengths and/or weaknesses in budget plan and course(s) of action to be considered to resolve issues. Summarizes results for presentation to senior university administrators. Works directly with the senior business officers of school, auxiliary, and administrative units in preparation of the annual operating budget. Maintains close, supportive working relationships with the university's deans, associate deans, senior business officers and central administrative offices.				
Identifies budget trends and implications of those trends on university operations, analyzing historical trends in undergraduate tuition units, by school, utilizing import/export tuition data related to major degrees of study.				
Provides budget recommendations to respond to a wide range of issues. Develops, formulates, and recommends solutions to address complex issues and concerns that may arise in the area of resource allocations and policies. Resolves problems and questions referred by school, auxiliary and administrative unit managers.				
Serves as a technical expert on university budget methodologies (e.g., Allocated Central Costs, facilities charges, tuition distribution, employee benefits rates). Provides leadership, guidance, direction, advice and technical expertise to senior business officers, senior administrators and other university administrators across the university in the preparation of separate operating budgets annually and special requests.				
Directly supervises all assigned subordinate staff. Recruits, screens, hires, and trains staff. Evaluates employee performance and provides guidance and feedback to assigned staff. Counsels, disciplines and/or terminates employees as required.				
Participates in developing, implementing, documenting, and communicating financial and budgetary policies and procedures with university-wide application as well as internal operating policies, procedures, processes and guidelines. Provides policy and regulatory interpretations as necessary. Ensures school and administrative division compliance with policies and procedures.				
Manages highly complex financial reporting, data collection and advanced analysis with university-wide implications. Oversees development of research and data analysis, including conclusions and recommendations that guide results format. Makes final presentations to senior administrators.				
Provides leadership and oversight for the design, implementation, and support of budget management and reporting systems, and related policies and processes used to formulate the university-wide annual operating budget. Oversees, in conjunction with the Associate Director, Information Management, the system(s) used to collect and disseminate budget data within the university community. Proposes and implements system enhancements utilizing current technology to meet university business needs.				
Participates in short and long-range fiscal planning and goal setting for the university, and strategic planning projects with university-wide implications. Plans				

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
and schedules distribution of the three-year forecast budgets and pro-forma budgets to university operating units.				
Prepares analyses for use by campus administrators when making academic planning, budget, and other presentations. Identifies relevant and usable data sources, selecting appropriate methods of data collection and data analysis, and reporting of conclusions, implications, and recommendations.				
Prepares, in collaboration with the university Budget Director, reports for university trustees and senior administration. Plans a schedule to meet deadlines for submission of reports for Board of Trustee quarterly meetings or other committee meetings.				
Oversees, through subordinate facilities managers, the administrative staff in the Orange County Center and State Capitol Center. Provides leadership and guidance in regards to the administrative operation of the centers including security matters and the safety of faculty, staff, students and other visitors to the centers.				
Maintains professional currency through active participation and leadership in associations and committees both internal and external to the university. Represents the department on formal university committees.				
Participates in the leadership of the Office of Budget and Planning and represents the office and the university when the university Budget Director is unavailable.				

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.