



**USC** University of  
Southern California

## Budget/Business Analyst Job Description

### JOB INFORMATION

Job Code:	113511
Job Title:	Budget/Business Analyst
FLSA Status:	Non-Exempt
Supervisory:	
Job Family:	Budget/Business Analysis
Job Family Group:	Accounting, Finance and Banking
Management Level:	7 Individual Contributor

### JOB SUMMARY

Monitors, reconciles, analyzes and reports on budget activity for an academic department or school or research, administrative or auxiliary department. May lead other staff in related work duties.

### JOB QUALIFICATIONS:

#### Education

Req	Pref	Degree	Field of Study
X		Bachelor's degree	
	X	Bachelor'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
--------------------------	---

#### Work Experience

Req	Pref	Work Experience	Experience Level
X		1 year	
	X	2 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
--------------------------	---

#### Knowledge, Skills and Abilities

Req	Pref	Functional Skills

#### Other Job Factors

## JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Administers assigned budget(s). Monitors actual income and expense and develops projections in order to authorize or extend financial commitments. Analyzes current performance to plan. Identifies and researches variances and trends and brings to the attention				
Sets up and maintains accounts. Reconciles account balances and activity to university financial records and initiates correcting entries. Prepares and submits financial reports as required and reviews for accuracy prior to distribution. Troubleshoots pro				
Determines when budget adjustments are required and prepares in accordance with university financial guidelines or agency requirements and restrictions.				
Assists in local planning of short and long term budgets by compiling and organizing data for use in forecasts.				
Provides information to staff and faculty regarding university financial policies and procedures. Assists faculty and staff in financial transactions such as purchasing equipment and supplies and accounting for travel expenditures and reimbursements.				
Serves as internal resource for contracts and grants. Monitors grant account activity and balances to ensure adherence to agency restrictions. Advises faculty, researchers and staff regarding agency requirements and regulations. Coordinates the preparatio				
Coordinates purchasing activities and interfaces with vendors as required.				
Prepares ad hoc financial reports as requested.				

## 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: <a href="https://policy.usc.edu/mandated-reporters/">https://policy.usc.edu/mandated-reporters/</a>
<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: <a href="https://dps.usc.edu/alerts/clery/">https://dps.usc.edu/alerts/clery/</a>			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.