



Chief Financial Officer, Keck School of Medicine Job Description

JOB INFORMATION

<i>Job Code:</i>	199190
<i>Job Title:</i>	Chief Financial Officer, Keck School of Medicine
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	Manages through subordinate supervisors.
<i>Job Family:</i>	Senior Management
<i>Job Family Group:</i>	Administration
<i>Management Level:</i>	3 Executive

JOB SUMMARY

Oversees the financial management of a school, university hospital or system of hospitals. Provides financial leadership and management for all departments. Serves as financial management advisor to senior leadership, and manages relationships with school, university and/or hospital leadership, as appropriate.

JOB QUALIFICATIONS:

Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>
X		Bachelor's degree	
	X	Master'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		10 years	of progressive financial healthcare management experience, including five years at a senior/executive level.
	X	15 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		Bachelor's degree in in business, higher education, health administration, public administration, accounting or related field.
X		Experience with multi-hospital systems.

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Direct experience with physician group practices and faculty practice plans.
X		Proven reputation for collaboration, emotional intelligence, and ability to function in highly matrixed environments.
X		Proven ability to manage people and create professional development plans.
X		Excellent written and oral communication skills.
X		Within LA city, must possess Fire Life Safety Training card (if no card upon hire, one must be obtained within 30 days of hire and maintained by renewal before expiration date).
	X	Master's degree in in business administration, health administration, public administration, accounting or related field.
	X	Experience with academic health systems.

Certifications

Req	Pref	Select Certifications	Enter Additional Certifications
	X	Certified Public Accountant - CPA	Active and current Certified Public Accountancy (CPA).

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Coordinates strategic resource allocations and planning for new initiatives, develops financial management succession planning, and creates and implements financial policies and procedures. Responsible for accounting and budgeting, financial reporting, and managing revenue cycles and attributed debt.				
Oversees accounting services and manages incomes, expenses, assets, and liabilities. Oversees transactions and represents financial information to internal and external stakeholders. Provides financial analyses, projections and reports to support budget development and management. Oversees operating and capital budgeting. Responsible for cash flow management and purchasing.				
Leads strategic business planning, maintaining responsibility for performance benchmarking, decision support and predictive analytics. May serve on leadership boards and committees, representing financial matters, as necessary or appropriate. Establishes and maintains appropriate network of professional contacts. Maintains currency with professional organizations and publications. Reassesses or redefines priorities as appropriate in order to achieve performance objectives.				
Oversees and leads assigned hospital staff. Recommends, approves and monitors professional training and development opportunities for staff. Coordinates with related departments to ensure adequate service and to share managerial oversight of any staff assigned to school or hospital operations. Collaborates with appropriate stakeholders to ensure financial success of assigned unit(s).				
Oversees internal and external audits and internal controls, financial close processes, accounting-related policies and procedures, and accounts receivable/net revenue valuation. Ensures adherence to all applicable university policies and state and federal regulatory requirements.				
Promotes an environment that fosters inclusive relationships and creates unbiased opportunities for contributions through ideas, words, and actions that uphold principles of the USC Code of Ethics.				

Other Requirements

Essential:	Emergency Response/Recovery	Essential:	Mandated Reporter
	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		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

Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	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.		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/			Yes

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.