



Financial Reporting/Projects Manager Job Description

JOB INFORMATION

Job Code:	113615
Job Title:	Financial Reporting/Projects Manager
FLSA Status:	Exempt
Supervisory:	
Job Family:	Finance
Job Family Group:	Accounting, Finance and Banking
Management Level:	5 Manager

JOB SUMMARY

Manages complex financial reporting and analyses to assist a large school or division or the Board of Trustees and other areas of the organization in business and financial short and long-term planning. Plans and develops all phases of a variety of strategic and complex short and long-term projects of a financial or business nature. Provides internal financial consulting services and advises on complex or technical financial issues. Has responsibility for financial reporting and analyses, financial and business research, project management, planning and scheduling, policy development and implementation and personnel administration.

JOB QUALIFICATIONS:

Education

Req	Pref	Degree	Field of Study
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

Req	Pref	Work Experience	Experience Level
X		5 years	
	X	7 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

Req	Pref	Functional Skills
X		Business education or closely related field.
X		Expert knowledge of and experience in financial analysis and reporting.

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Knowledge of computer simulation and forecasting techniques.
X		Directly related management experience.
	X	Directly related experience in a university environment with knowledge of university systems and procedures preferred.

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Manages complex financial reporting and analyses to assist a large school or division or the Board of Trustees and other areas of the organization in business and financial short and long-term planning. Plans, designs, develops and implements strategic and complex short and long-term projects of a financial or business nature requiring identification, research, extraction of data, interpretation, analysis, evaluation and summation of findings. Plans, coordinates, schedules and organizes project activities to meet objectives. Presents results formally to senior management.				
Produces regular and ad-hoc or complex financial and operating reports. Evaluates and analyzes a variety of complex financial reports and data. Determines accuracy of financial data submitted. May reconcile financial data from multiple sources and make correcting adjustments. May develop forecasts, projections and recommend strategies. Develops conclusions and recommendations and communicates orally or in writing to management.				
Directly or indirectly manages all staff assigned, usually through subordinate managers or supervisors. Determines organizational structure, reporting relationships and short and long-range staffing needs based on goals. Reviews and approves hiring and salary actions to ensure compliance with policy. Oversees performance appraisal process for staff and remains informed of any disciplinary actions required.				
Directs the delivery of financial reporting services. Sets and communicates priorities and performance standards and assesses operations using these criteria. Provides for quality assurance reviews and addresses areas in need of attention.				
Provides internal financial consulting services and advices on complex or technical financial issues. Serves as key resource on financial projects. Interfaces with faculty and/or staff necessary to complete assignments. Resolves problems or questions referred by project staff or administrators.				
Develops financial operating and administrative policies and procedures. Directs the dissemination, interpretation and application of financial or administrative policies and procedures. Interprets applicable laws, rules and regulations, as well as university financial policies and procedures.				
Develops, enhances and maintains automated or manual systems and procedures to facilitate and support financial operations. Ensures that internal systems complement university-wide systems.				
Liaison with all financial departments within the university such as Restricted Fund Accounting, Facilities Management Services, Treasurer's Office, etc. Collaborates with financial departments to explore alternative solutions to problems.				
Represents the department and/or university as an authority in field. Responds to requests for information, advice or assistance from colleagues, professional or industry associations, etc.				
Develops and implements security related procedures such as office opening and closing routines, recognition of duress signals and key controls. Coordinates security activities with Department of Public Safety. Promotes and maintains standards for security conscious awareness and behavior. Maintains knowledge of University's crime prevention and suppression programs and services. Ensures dissemination of security related information to staff.				
Performs other related duties as assigned or requested. The university reserves the right to add or change duties at any time.				

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.