



Senior Accounting/Financial Manager

Job Description

JOB INFORMATION

Job Code:	113433
Job Title:	Senior Accounting/Financial Manager
FLSA Status:	Exempt
Supervisory:	
Job Family:	Accounting
Job Family Group:	Accounting, Finance and Banking
Management Level:	5 Manager

JOB SUMMARY

Manages the staff and operations of multiple financial departments in an administrative or auxiliary division or a large financial unit in an administrative or auxiliary division/department. Oversees accounting and financial operations, short and long term budgeting, personnel administration, strategic planning, and policy development and implementation. This classification is reserved for positions with complex financial operations and university-wide scope and impact.

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.

X Combined experience/education as substitute for minimum education

Work Experience

Req	Pref	Work Experience	Experience Level
X		7 years	

Additional Work Experience

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

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Directly related accounting experience. Thorough knowledge of generally accepted accounting principles and procedures. Ability to use a variety of accounting/financial software applications such as databases, spreadsheets, etc, as required.
	X	Experience with University financial policies, procedures and systems. Experience managing staff and operations in multiple financial departments.

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Manages staff and operations of multiple financial departments in an administrative or auxiliary division or a large financial unit in an administrative or auxiliary division/department. Directs managers and/or supervisors in short and long-term planning, setting goals and strategies, development of departmental policies and procedures, regulatory interpretations and interface, and ongoing evaluation of operational effectiveness.				
Directly or indirectly manages all assigned subordinate staff, usually through multiple layers of supervisors. Recruits, screens, hires, orients and trains staff. Evaluates employee performance and provides guidance and feedback to assigned staff. Counsels, disciplines and/or terminates employees, as required.				
Plans and administers departmental budgets in conjunction with subordinate managers and/or supervisors. Provides historical data and projections as required for budget development and planning.				
Oversees account reconciliations and production of regularly scheduled summary reports, income and financial statements for assigned accounting operations. Analyzes reports for accuracy prior to distribution.				
Oversees monitoring, review and verification of accounting records and transactions for accuracy, timeliness and completeness of supporting documentation. Ensures compliance with internal policies and procedures, agency rules and regulations, and generally accepted accounting principles.				
Maintains responsibility for the fiscal integrity of financial reporting and operations for multiple departments. Meets with managers and/or supervisors on a regular basis for status reports and to assist with policy, procedural or regulatory interpretation and problem resolution.				
Participates in strategic planning activities. Oversees research and compilation of data. Develops assumptions, projections and recommends strategies. Monitors action plans, recommends and implements changes, as needed.				
Advises on university financial policies and procedures, agency laws and regulations, and generally accepted accounting principles.				
Develops, implements and documents internal policies and procedures and guidelines.				
Develops, enhances and maintains information systems to support financial operations. Ensures that internal systems complement university-wide systems and that information is reconciled on a regular basis.				
Coordinates the development and maintenance of electronic systems and procedures. Provides direction and input for the development of accounting applications, reports, forms, records and documented procedures.				
Establishes and maintains appropriate network of professional contacts. Maintains currency with professional organizations and publications. Attends and participates in meetings, conferences, etc. Represents university and/or unit, as assigned or appropriate.				
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		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

Other Requirements

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