



## Senior Analyst, Budget Management Job Description

### JOB INFORMATION

<i>Job Code:</i>	113513
<i>Job Title:</i>	Senior Analyst, Budget Management
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	May oversee student, temporary and/or casual workers.
<i>Job Family:</i>	Budget/Business Analysis
<i>Job Family Group:</i>	Accounting, Finance and Banking
<i>Management Level:</i>	7 Individual Contributor

### JOB SUMMARY

Acts as a subject matter expert, preparing, managing and monitoring budgets with supervision, and developing projections that help maintain and promote fiscal integrity. Conducts advanced and detailed analyses for interdisciplinary strategic plans and business development initiatives. Provides guidance for strategic planning activities, reporting quality and timely financial information and trends analysis regarding contracts, grant accounts, research, and interdepartmental communications. Leads staff performing similar work, coordinates assignments, and supports recruitment and training efforts. Monitors departmental expenditures and asset inventories, advising staff of financial policies and procedures, budget propriety, implications and compliance. Prepares advanced ad-hoc reports including analyses for costs, processes, scenarios and sensitivities.

### 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	Finance	Or
X		Bachelor's degree	Economics	Or
X		Bachelor's degree	Accounting	Or
X		Bachelor's degree	in related field(s)	
	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		3 years		
	X	5 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

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Demonstrated budget experience, including knowledge of government and fund accounting, and generally accepted accounting principles and practices.
X		Ability to interpret, provide clarity and conceptualize complex financial data and policies.
X		Strong analytical, qualitative, communication, interpersonal, organization, guidance, computer and spreadsheet skills.
	X	University budget experience and/or thorough knowledge of university financial systems, policies and procedures.
	X	Experience with database administration and management.
	X	Demonstrated supervisory and/or project management experience.

## Other Job Factors

## JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Acts as a subject matter expert, preparing, managing and monitoring budgets with supervision, and developing projections that help maintain and promote fiscal integrity. Oversees regular and year-end financial reports, recommending corrective actions in response to reprogramming actions and revised budget allocations to maximize program executions and avert budget cuts.				
Under general supervision, conducts advanced and detailed analyses for interdisciplinary strategic plans and business development initiatives. Aids leadership in decision-making for determining resource allocations and long-range planning with various performance metrics, forecast models and outcome data.				
Provides guidance for strategic planning activities, reporting quality and timely financial information and trends analysis regarding contracts, grant accounts, research, and interdepartmental communications. Develops, recommends, and implements plans and programs for improvement of performance, quality, compliance, and/or efficiency of operations and services.				
Leads staff performing similar work, coordinates assignments, and supports recruitment and training efforts. Plans, creates, implements, updates and maintains automated tools such as revenue engines, financial models, trend engines and scenario analyzers.				
Monitors departmental expenditures and asset inventories, advising staff of financial policies and procedures, budget propriety, implications and compliance. Oversees faculty and staff financial transactions, including equipment purchases, travel expenses and reimbursements, and interfaces with vendors as required. Establishes, updates and maintains internal records/systems regarding budgets, special accounts, and payments.				
Prepares advanced ad hoc reports including analyses for costs, processes, scenarios and sensitivities. Plans and directs large, complex projects, and technical and financial status meetings, as assigned.				

## 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.