



**USC** University of  
Southern California

## Senior Business Officer II Job Description

### JOB INFORMATION

<i>Job Code:</i>	113528
<i>Job Title:</i>	Senior Business Officer II
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	Manages through subordinate supervisors.
<i>Job Family:</i>	Budget/Business Analysis
<i>Job Family Group:</i>	Accounting, Finance and Banking
<i>Management Level:</i>	4 Administrator

### JOB SUMMARY

Directs the business operations of a group of auxiliary departments, large administrative division having multiple and complex departments or very large school. Directly supervises professional business office staff, indirectly supervises administrative staff. Oversees accounting and financial operations, short and long term budgeting, strategic planning, personnel and payroll administration, and facilities and equipment planning and management.

### JOB QUALIFICATIONS:

#### Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>
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

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>
X		7 years	

#### Additional Work Experience

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

X Combined experience/education as substitute for minimum work experience

#### Knowledge, Skills and Abilities

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Thorough knowledge of fund accounting and internal/external requirements.
X		Knowledge of university financial policies, procedures and systems and use of computerized spreadsheets and databases.

#### Other Job Factors

<b>JOB ACCOUNTABILITIES</b>				
	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Manages business function of a group of auxiliary departments, large administrative division having multiple and complex departments or large school, through delegation of responsibilities to professional business management staff. Oversees processing of daily transactions and preparation of financial reports for internal and external distribution.				
Oversees budget administration. Plans and develops short and long term budgets. Provides projections and forecasts and analyzes financial impacts. Analyzes actual versus budget performance to determine variances. Determines corrective action. Provides regular and special financial reports, as required.				
Has responsibility for determining that strong internal controls are implemented. Examples of control areas include maintaining and reviewing receipts, procurement, disbursements, and payroll. With respect to procurement, whether by use of procurement cards, paperless requisitions, paper purchase orders, internal requisitions, or USC debit cards, the SBO should determine that there is an appropriate segregation of duties so that goods or services, which are procured are reviewed and reconciled monthly to Account Status Reports by someone other than the individual initiating the transaction and by someone that does not report to the individual initiating the transaction. This reconciliation process must include obtaining and retaining original receipts and/or invoices for business-related expenses.				
Develops and oversees implementation and administration of internal financial policies and procedures. Interprets applicable laws, rules and regulations, as well as university financial policies and procedures. Interprets financial policies and procedures, and ensures department's compliance with same.				
Oversees personnel and payroll administration for auxiliary departments, administrative division or school. Coordinates affirmative action, employment, compensation, benefits and employee relations with Human Resources Administration staff and/or services staff. Ensures timely and accurate processing of payroll				
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.				
Plans and oversees administration of facilities, equipment and space utilization, including capital expenditures for new construction and equipment, as well as maintenance and repair of existing facilities and equipment. Negotiates vendor agreements and ensures timely delivery of contracted goods and services.				
Participates in strategic planning activities. Oversees research and compilation of data. Develops assumptions, projections and recommended strategies. Monitors action plans, recommends and implements changes, as needed.				
Directly manages department projects, as assigned by Director or Dean.				
Oversees administration of school's recordkeeping functions for faculty, staff, and student workers.				

### **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>	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.