



Senior Manager, Finance and Administrative Services Job Description

JOB INFORMATION

<i>Job Code:</i>	113535
<i>Job Title:</i>	Senior Manager, Finance and Administrative Services
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	May oversee staff, students, volunteers, agencies and/or resource employees.
<i>Job Family:</i>	Budget/Business Analysis
<i>Job Family Group:</i>	Accounting, Finance and Banking
<i>Management Level:</i>	5 Manager

JOB SUMMARY

Serves as key liaison and strategic-planning consultant to divisional deans and department senior leadership, developing, administering, managing, analyzing, and optimizing business strategies, short- and long-term budgets, financial processes, and controls for accuracy and oversight. Directs the fiscal and operational activities for a portfolio of numerous departments and institutes, consolidating and resolving multiple needs. Consults and makes recommendations for facilities, spaces, and equipment, working closely with architects, coordinators, and relevant stakeholders. Leads independent teams for analysis, problem-solving, and successful administrative implementations. Sets and communicates priorities and performance standards, and assesses operations with said criteria. Collaborates in the establishment of quantifiable, measurable elements for use in monitoring program workflows, effectiveness, and success. Indirectly manages business office staff, delegating projects and tasks. Identifies and develops opportunities for continuous improvement, leveraging expertise, relevant industry trends, leading practices, processes, roles, and procedures to ensure best possible outcomes.

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.

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	
	X	10 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		Experience in administration, finance, higher education, or other relevant fields, and experience in a management or leadership role.
X		Extensive knowledge and demonstrated understanding of business planning, strategy, operations, finance, and practice-plan management.
X		Extensive knowledge of current and emerging issues in higher education.
X		Experience in space planning and management.
X		Proven ability to interpret, analyze, and apply pertinent policies, rules, procedures, best practices, regulations, and requirements, and evaluate the risks and benefits of different solutions.
X		Extensive experience developing, implementing and controlling budgets with multiple funding sources, financial systems, and policies.
X		Demonstrated organizational and planning skills.
X		Demonstrated ability to work with large datasets, and fluency with analytical and statistical modeling techniques.
X		Exemplary interpersonal, analytical, and oral and written communication skills to produce concise and logical reports, proposals, and correspondence. Ability to present ideas and solutions in nontechnical, business-friendly terms and translate complex ethical, legal and compliance concepts.
X		Demonstrated experience interacting with a broad spectrum of leaders and community members, exercising diplomacy, good judgment, and discretion.
X		Ability to build, develop and manage diverse, high-performing teams, fostering an environment of trust, collaboration, transparency, and accountability.
X		Experience developing and transforming practices that align with organizational culture and goals.
X		Ability to deftly manage highly confidential, complex, politically, and time-sensitive matters, meeting strict deadlines and delivering quality services.
X		Demonstrated ability to articulate visions and strategies that inspire and drive excellence aligned to business priorities.
X		Proven ability to successfully multitask and shift priorities.
X		Experience resolving conflicts, problem solving, and encouraging partnerships.
X		Experience with budget planning and management, business case development, project management, and organizational change practices.
X		Experience with human resources processes, recruiting and hiring job candidates, and supervising and coaching managers.
X		Demonstrated experience with mediation, staff development, teaching/training staff, and referring physicians' relationship management.
	X	Master's degree in business administration, financial management, or directly related field.
	X	Ten years' experience working with administrative, financial, governance, budget, and human resource policies and processes.
	X	Experience with PeopleSoft Student Administration System and Slate.
	X	Experience at a large, complex, higher education institution in an urban area. Experience in government administration (e.g., local, state, and federal legislative or executive administration).
	X	Familiarity with joint reporting structures and research institute economics.
	X	Demonstrated experience managing multi-platform communications and marketing plans involving publications, videos, websites, social media, and public speeches and presentations

Other Job Factors

JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Serves as key liaison and strategic-planning consultant to divisional deans and department senior leadership, developing, administering, managing, analyzing, and optimizing business strategies, short- and long-term budgets, financial processes, and controls for accuracy and oversight. Facilitates communication and interaction with relevant centralized university departments and business units (e.g., Department of Contracts and Grants, Sponsored Projects Accounting, Office of the General Counsel, University Comptroller, USC Graduate School, Financial and Business Services).				

JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Directs the operational and fiscal activities for a portfolio of numerous departments and institutes, consolidating and resolving multiple needs. Monitors and oversees the administration of financial policies and procedures. Ensures department compliance with all applicable rules, regulations, and internal and university policies and procedures, and interprets and provides guidance on any current and future changes. Participates in regularly scheduled department, program, institute, and/or division meetings, advising on strategic planning and annual staffing.				
Consults and makes recommendations for facilities, spaces, and equipment, working closely with architects and coordinators, and collaborating with the departments of Capital Construction, Risk Management and Insurance, and other relevant stakeholders. Designates priorities and protocols to manage and minimize risks, and maximize return on resource investments for department and university operations.				
Leads independent teams for analysis, problem-solving, and successful implementations of operations. Assists with decision-making for new units, conducting and providing analysis and data, and creating internal and/or external contracts and memorandums of understanding (MoU). Maintains high-level of customer service, researching requests and assigning projects and tasks to meet department needs. Organizes and archives documents and materials related to finances, grants, funding, events, and more.				
Sets and communicates priorities and performance standards, and assesses operations with said criteria. Collaborates in the establishment of quantifiable, measurable elements for use in monitoring program effectiveness and success. Works closely with peers and leadership to develop success metrics and key performance indicators (KPIs), ensuring business needs and stakeholder expectations are addressed. Oversees completion of Request for Information (RFI), Request for Proposal (RFP), Request for Quote (RFQ), and Request for Bid (RFB) proposals to support vendor selections that align with department strategies.				
Indirectly manages business office staff, delegating projects and tasks. Acts as primary point-of-contact for faculty, staff, student worker, and fellowship on- and offboarding. Collaborates and coordinates with human resources regarding organizational structure and staffing needs, providing insight for management and succession planning. Delivers counsel for managing resources, processes, and systems to support sustainable growth and improve value of work produced and delivered. Ensures department consistency and alignment with university policies and relevant stakeholders (e.g., visa office, human resources, benefits).				
Identifies and develops opportunities for continuous improvement, leveraging expertise, relevant industry trends, leading practices, processes, roles, and procedures to ensure best possible outcomes. Maintains awareness and knowledge of current changes within higher education, legal and regulatory environments, interpreting their impact on department and university policies. Participates in professional meetings and conferences, and/or contributes to journals or publications, maintaining professional contacts and program visibility. Provides quality assurance reviews, and addresses areas in need of attention.				

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/	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.