UNIVERSITY OF SOUTHERN CALIFORNIA

Administrative Budget Assistant

Job Code: 111021

OT Eligible: Yes

Comp Approval: 7/23/2012

JOB DESCRIPTION:
Performs administrative duties and processes budget transactions for an academic or administrative unit.

JOB ACCOUNTABILITIES:

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Assists with budget preparation for grant proposals. Gathers pertinent information and assists in developing budget projections. Gathers information on financial requirements for proposals.

Processes payrolls for faculty, staff and students. Monitors payroll activity. Receives and distributes paychecks. Interfaces with the Payroll Office to resolve problems.

Monitors and/or controls expenditures for intercampus and external vendors. Reconciles vendor statements and pays invoices. Interfaces with purchasing, external vendors and accounts payable to verify prices and resolve discrepancies.

Prepares, processes and/or reviews paperwork, e.g., department orders and check requests, requisitions and other budget and business forms. Prepares and processes travel advances and reimbursements for faculty and staff. Tracks equipment purchases and obtains maintenance contracts.

Composes and produces a variety of business correspondence, reports and related materials or guides the work of other staff who produce these materials. Reviews and signs, as authorized.

Performs administrative duties associated with scheduling and coordinating meetings and planning events. Arranges with vendors for services, prepares agendas, gathers and organizes supporting information, and oversees production and distribution of related materials. Attends functions to ensure satisfactory outcome. Records minutes and summarizes for typing and distribution.

Oversees office operations. Implements changes or enhancements to procedures to improve productivity, efficiency and service.

Ensures confidentiality and controls access to sensitive information such as faculty or staff personnel files.

Serves as internal resource to faculty, administrators, staff or students on departmental and university procedures. Researches information, as requested, and relays official interpretations. Maintains currency on revisions to department, school, and/or university policies and procedures.

Reconciles internal records to university financial system ASR's. Researches problems and corrects errors.
Researches and gathers data for departmental reports. Conducts preliminary analysis of data. Recommends report content and format to display findings most effectively.

Performs other related duties as assigned or requested. The university reserves the right to add or change duties at any time.

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

**EMERGENCY RESPONSE/RECOVERY:**

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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.

**JOB QUALIFICATIONS:**

**Minimum Education:**
- Associate's degree
- Combined experience/education as substitute for minimum education

**Minimum Experience:**
- 3 years

**Minimum Field of Expertise:**
- Secretarial, clerical or administrative experience including some budget, financial or payroll experience.

**Preferred Education:**
- Bachelor's degree

**Preferred Experience:**
- 4 years

**Skills: Administrative:**
- Arrange travel
- Assemble and organize numerical data
- Balance figures
- Clinical documentation
- Communicate with others to gather information
- Compose letters
- Compute totals
- Coordinate events
- Coordinate meetings
- Coordinate work of others
- Customer service
- Establish filing systems
Gather data
Input data
Maintain filing systems
Prioritize different projects
Research information
Schedule appointments
Understand and apply policies and procedures
Use computerized spreadsheets
Use database and/or word processing software
Verify calculations
Writes memorandums for own signature

Skills: Other:
- Organization
- Problem identification and resolution

Skills: Machine/Equipment:
- Adding machine
- Calculator
- Computer network (department or school)
- Computer network (university)
- Computer peripheral equipment
- Fax
- Personal computer
- Photocopier

Supervises: Level:
- May supervise student, temporary and/or resource workers.

SIGNATURES:

Employee: ________________________________ Date: ________________________________

Supervisor: ______________________________ Date: ________________________________

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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