UNIVERSITY OF SOUTHERN CALIFORNIA

Accounting/Financial Director

Job Code: 113435

Grade: M
OT Eligible: No
Comp Approval: 6/6/2013

JOB SUMMARY:

Directs multiple financial departments typically through designated managers or directs a central key financial department with authority to establish policies and procedures that affect university-wide departmental/financial processes. Position is typically located in financial services and directs staff and activities of a major segment of university financial operations.

JOB ACCOUNTABILITIES:

<table>
<thead>
<tr>
<th>*E/M/NA</th>
<th>% TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>Directs multiple financial services departments or directs a central key financial department with authority to establish policies and procedures that affect university-wide departmental/financial processes. Directs subordinate staff in short and long term planning, setting of goals and strategies, development of departmental policies and procedures, regulatory interpretations and interface, and ongoing evaluation of operational effectiveness.</td>
<td></td>
</tr>
<tr>
<td>Directly or indirectly manages all staff assigned to department(s), usually through subordinate managers and supervisors. Determines staffing needs based on short and long-term plans and goals. Reviews and endorses and/or approves recommendations for hiring, staff raises, promotions and reclassifications. Approves/disapproves all work guidance actions within unit. Approves plans for staff training and professional development activities.</td>
<td></td>
</tr>
<tr>
<td>Develops and administers budgets in conjunction with subordinate managers. Monitors fiscal performance to plan and looks for variances or trends. Approves major expenditures and budget adjustments, as authorized.</td>
<td></td>
</tr>
<tr>
<td>Resolves problems referred by staff and provides policy and regulatory interpretations as needed. Responds to requests from senior administrators and other university officials for advice and technical expertise.</td>
<td></td>
</tr>
<tr>
<td>Maintains responsibility for the fiscal integrity of all financial reporting and operations. Directs the preparation and distribution of financial reports. Meets with direct reports on a regular basis for status reports and to assist with policy, procedural or regulatory interpretation and problem resolution.</td>
<td></td>
</tr>
<tr>
<td>Directs the development, maintenance and enhancement of electronic systems to support operations. Coordinates with other university offices to ensure compatibility of related systems.</td>
<td></td>
</tr>
<tr>
<td>Directs the development, documentation and communication of policies and procedures with university-wide application as well as internal operating policies, procedures and guidelines.</td>
<td></td>
</tr>
<tr>
<td>Manages special projects of significant complexity or financial impact. Oversees research and data analysis. Develops conclusions and recommendations and guides the formatting of results. Makes final presentation to senior administrators.</td>
<td></td>
</tr>
<tr>
<td>Maintains professional currency through active participation and leadership in associations and committees both internal and external to the university.</td>
<td></td>
</tr>
</tbody>
</table>
Develops and implements security related procedures such as office opening and closing routines, recognition of duress signals and key controls. Coordinates security activities with university Public Safety Department. 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.

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

**EMERGENCY RESPONSE/RECOVERY:**

Essential:  
☐ No  
☐ Yes  

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:**  
Bachelor’s degree  
Combined experience/education as substitute for minimum education

**Minimum Experience:**  
7 years

**Minimum Field of Expertise:**  
Directly related accounting experience including supervision or management in a large private university or organization.

**Preferred Education:**  
Master’s degree

**Preferred Experience:**  
10 years

**Preferred Field of Expertise:**  
MBA

**Skills:**  
Analysis  
Assessment/evaluation  
Budget control  
Budget development  
Coaching  
Communication -- written and oral skills  
Conceptualization and design  
Conflict resolution  
Consulting  
Counseling
Human resource process and employment knowledge
Interpretation of policies/analyses/trends/etc.
Interviewing
Knowledge of applicable laws/policies/principles/etc.
Managerial skills
Negotiation
Networking
Organization
Planning
Problem identification and resolution
Project management
Public speaking/presentations
Research
Scheduling
Staff development
Statistical analysis
Teaching/training

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

Supervises: Level:
Manages employees (varied levels) across departments on a project basis.
Manages through multiple layers of subordinate supervisors.
Supervises employees and/or student workers.

Supervises: Nature of Work:
Administrative
Managerial
Professional/Paraprofessional
Project Management

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.

The University of Southern California is an Equal Opportunity Employer