UNIVERSITY OF SOUTHERN CALIFORNIA

Associate University Comptroller

Job Code: 113443

Grade: N
OT Eligible: No
Comp Approval: 1/6/2011

JOB SUMMARY:
Oversees the department’s accounting and reporting activities. Responsible for financial reporting, including monthly, quarterly and annual reporting. Ensures compliance to generally accepted accounting principles as well as university guidelines and policies.

JOB ACCOUNTABILITIES:

<table>
<thead>
<tr>
<th>E/M/NA</th>
<th>% TIME</th>
<th>Task Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>------</td>
<td>------</td>
<td>-----------------</td>
</tr>
<tr>
<td>------</td>
<td>------</td>
<td>Responsible for financial reporting, including monthly, quarterly and annual reporting. Prepares financial statements. Prepares and provides financial data necessary for completion of financial reports and/or annual surveys. Provides ongoing financial analysis, as necessary.</td>
</tr>
<tr>
<td>------</td>
<td>------</td>
<td>Assists in the preparation and auditor review of the annual financial statements and reports. Coordinates information between external auditors and university departments regarding the fiscal year end audits.</td>
</tr>
<tr>
<td>------</td>
<td>------</td>
<td>Acts as a liaison between university and auditor for information requests. Provides internal and external reports and analyses. Coordinates the production of the annual financial report.</td>
</tr>
<tr>
<td>------</td>
<td>------</td>
<td>Evaluates monthly financial performance projection reports which outlines the university operation budget for all schools, auxiliaries and administrative departments. Communicates with schools and departments to understand their unit’s fiscal performance.</td>
</tr>
<tr>
<td>------</td>
<td>------</td>
<td>Monitors ledger transactions to ensure data integrity and compliance to university guidelines and policies. Develops queries and special reports utilizing financial systems in order to ensure accuracy.</td>
</tr>
<tr>
<td>------</td>
<td>------</td>
<td>Directs daily operations to ensure adherence to established standards of accounting principles, Board of Trustee rules and regulations and university policies. Ensures university accounting procedures comply with generally accepted accounting principles. Maintains budget control and ensures university funds are dispersed according to budget guidelines.</td>
</tr>
<tr>
<td>------</td>
<td>------</td>
<td>Directly supervises all assigned subordinate staff. Recruits, screens, hires and trains staff. Evaluates employee performance and provides guidance and feedback to assigned staff. Counsels, disciplines and/or terminates employees as required. Recommends departmental goals and objectives. Implements and communicates to staff. Reassesses or redefines priorities as appropriate in order to achieve performance objectives.</td>
</tr>
<tr>
<td>------</td>
<td>------</td>
<td>Evaluates and uses judgment to analyze and project the fiscal year end expenditures and revenues are on target to budget.</td>
</tr>
<tr>
<td>------</td>
<td>------</td>
<td>Serves as a key resource for account structure and financial decisions and information. Resolves problems or questions referred by staff, senior university administrators, or professionals outside the university.</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:  

- 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:**

- 10 years

**Minimum Field of Expertise:**

- Thorough knowledge of generally accepted accounting principles. Management experience and accounting and financial systems experience. Demonstrated strong oral and written communication and analytical skills. Ability to work effectively with senior management. Ability to handle sensitive and confidential information. Must be detail-oriented with ability to multi-task and meet time sensitive deadlines.

**Skills: Other:**

- Analysis
- Assessment/evaluation
- Budget control
- Budget development
- Coaching
- Communication -- written and oral skills
- Conflict resolution
- Consulting
- Counseling
- Customer service
- 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 through subordinate supervisors.

Supervises: Nature of Work:
Administrative
Clerical/Secretarial
Managerial
Professional/Paraprofessional

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