



USC University of
Southern California

Accounting/Financial Director Job Description

JOB INFORMATION

Job Code:	113435
Job Title:	Accounting/Financial Director
FLSA Status:	Exempt
Supervisory:	
Job Family:	Accounting
Job Family Group:	Accounting, Finance and Banking
Management Level:	4 Administrator

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 QUALIFICATIONS:

Education

Req	Pref	Degree	Field of Study
X		Bachelor's degree	
	X	Master's degree	

Additional Education

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

Combined experience/education as substitute for minimum education

Work Experience

Req	Pref	Work Experience	Experience Level
X		7 years	
	X	10 years	

Additional Work Experience

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

Combined experience/education as substitute for minimum work experience

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Directly related accounting experience including supervision or management in a large private university or organization.

Other Job Factors

JOB ACCOUNTABILITIES				
	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
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.				
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.				
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.				
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.				
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.				
Directs the development, maintenance and enhancement of electronic systems to support operations. Coordinates with other university offices to ensure compatibility of related systems.				
Directs the development, documentation and communication of policies and procedures with university-wide application as well as internal operating policies, procedures and guidelines.				
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.				
Maintains professional currency through active participation and leadership in associations and committees both internal and external to the university.				
Develops and implements security related procedures such as office opening and closing routines, recognition of duress signals and key controls. Coordinates security activities with Department of Public Safety. 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.				
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/			No	

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.