



JOB INFORMATION

Job Code:	113427
Job Title:	Accounting/Financial Supervisor
FLSA Status:	Exempt
Supervisory:	Supervises employees and/or student workers.
Job Family:	Accounting
Job Family Group:	Accounting, Finance and Banking
Management Level:	6 Supervisor

JOB SUMMARY

Supervises the day-to-day work of accounting assistants or technicians assigned to a financial unit within financial services or in a school, administrative or auxiliary department.

JOB QUALIFICATIONS:

Education

Req	Pref	Degree	Field of Study
X		Associate's degree	
	X	Bachelor'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		2 years	
	X	3 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		Senior or lead bookkeeping/accounting experience with directly related college study.
X		Thorough knowledge of established accounting principles, methods, practices and terminology used in financial/accounting and statistical record-keeping work.
X		Ability to train, evaluate and supervise the work of employees.
X		Demonstrated analytical, problem solving and effective communications skills.

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Supervises the work of accounting assistants and/or technicians assigned to a financial unit in a school, administrative or auxiliary department, or within financial services. Communicates unit priorities. Assigns and schedules work based on assessment of work volume and deadlines. Authorizes overtime and/or use of temporary staff. Monitors performance and provides feedback. Counsels or disciplines as needed.				
Monitors and reviews work for accuracy and timeliness. Identifies and corrects errors. Assists in problem resolution and makes decisions within established authority level. Ensures adherence to internal operating policies and procedures and external guidelines and regulations.				
Trains staff in unit operating procedures. Ensures procedures and policies are documented and updated as changes occur. Communicates changes to staff.				
Monitors internal financial operations and evaluates procedures and controls for adequacy. Recommends changes or modifications.				
Collects and formats data for special projects and management studies and/or, or reviews data gathered by others for accuracy. Prepares various financial reports, as required.				
Plans, schedules and coordinates internal reviews and audits. Implements corrective actions directed by manager.				
Advises on unit-specific policies and procedures and provides interpretation for non-routine or complex situations.				
Serves as a resource for other university offices and staff and any external contacts requesting information exchange and/or assistance.				

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.