



### JOB INFORMATION

Job Code:	113507
Job Title:	Budget/Business Technician
FLSA Status:	Non-Exempt
Supervisory:	May oversee student, temporary and/or casual workers.
Job Family:	Budget/Business Analysis
Job Family Group:	Accounting, Finance and Banking
Management Level:	7 Individual Contributor

### JOB SUMMARY

Performs a combination of duties related to the processing and monitoring of business transactions for an academic, research, administrative or auxiliary department.

### JOB QUALIFICATIONS:

#### Education

Req	Pref	Degree	Field of Study
X		High school or equivalent	
	X	Associate's degree	Or
	X	Related undergraduate study	

#### 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	

#### 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 office financial experience to provide a knowledge of accounts payable, income and expense accounting and reconciliation, and budget preparation.

#### Other Job Factors

## JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Assists in the set up, maintenance and monitoring of department accounts. Assigns account numbers for routine business transactions. Prepares, processes and/or reviews paperwork (e.g., department orders and check requests, requisitions). Prepares and processes travel advances and reimbursements for faculty and staff.				
Inputs financial data to ledgers or departmental accounting systems. Reconciles internal records to university financial system ASR's. Distributes ASR's. Researches problems and corrects errors or brings to the attention of the supervisor for further consideration.				
Deposits tuition and gift income to appropriate accounts. Processes gift receipts.				
Monitors blanket requisition charges and itemizes expenses.				
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.				
Tracks equipment purchases and obtains maintenance contracts.				
Processes payrolls for faculty, staff and students. Monitors payroll activity. Receives and distributes paychecks. Interfaces with the Payroll Office to resolve problems.				
Assists with budget preparation for grant proposals. Gathers pertinent information and assists in developing budget projections. Gathers information on financial requirements for proposals.				
Interacts with university financial offices to exchange information and resolve problems.				
Assists in the preparation of periodic financial reports for internal and/or external use.				

## 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: <a href="https://policy.usc.edu/mandated-reporters/">https://policy.usc.edu/mandated-reporters/</a>
<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: <a href="https://dps.usc.edu/alerts/clery/">https://dps.usc.edu/alerts/clery/</a>			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.