



Manager, Supplier Onboarding and Corporate Card Services Job Description

JOB INFORMATION

Job Code:	113450
Job Title:	Manager, Supplier Onboarding and Corporate Card Services
FLSA Status:	Exempt
Supervisory:	
Job Family:	Accounting
Job Family Group:	Accounting, Finance and Banking
Management Level:	5 Manager

JOB SUMMARY

Minimum Education: Bachelor's degree; Combined experience/education as a substitute for minimum education Minimum Experience: 5 Years Minimum Field of Expertise: Bachelor's degree in business administration, economics, finance, or closely related field. Working knowledge of corporate card programs for large, complex organizations. Experience in financial analysis and reporting, with knowledge of computer simulation and forecasting techniques. Demonstrated expertise with Microsoft Excel and database management. Exemplary knowledge of financial transactions and systems, as well as related policy, accounting, and regulatory compliance requirements in an accounts payable operations. Experience managing financial staff and operations, and strong knowledge of financial reporting systems. Knowledge and understanding of internal control practices and their impact on protecting resources. Strong interpersonal and communication skills - written and oral - with the ability to work effectively across the organization at all levels, facilitate workforce engagement, and support constructive conflict resolution. Demonstrated experience providing an inclusive workplace, fostering the development of others, and working well within a team as a lead. Ability to exercise good judgement and make sound decisions. Ability to manage responsibilities independently to conclusion. Ability to work independently, meet deadlines and set priorities. Ability to perform consistently in an environment of competing demands, frequent interruptions, and fluctuating workloads. Strong analytic problem recognition and problem solving skills. Demonstrated administrative and organizational skills, with superb attention to detail. Ability to perform complex math calculations.

JOB QUALIFICATIONS:

Additional Education

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

Combined experience/education as substitute for minimum education

Additional Work Experience

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

Knowledge, Skills and Abilities

Req	Pref	Functional Skills

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A

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.