



Senior Finance Strategy Administrator, KSOM Job Description

JOB INFORMATION

<i>Job Code:</i>	111109
<i>Job Title:</i>	Senior Finance Strategy Administrator, KSOM
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	Manages employees (varied levels) across departments on a project basis.; Manages through multiple layers of subordinate supervisors.
<i>Job Family:</i>	Administrator
<i>Job Family Group:</i>	Administration
<i>Management Level:</i>	4 Administrator

JOB SUMMARY

Serves as Keck School of Medicine's primary finance point-of-contact and support for departments on an interim or ad hoc basis. Oversees clinical, administrative, financial and research operations for KSOM departments, as assigned. Manages complex financial reporting and analyses for overall and/or assigned department clients. Provides leadership, guidance and oversight of administrative and operational functions including finance, business planning and strategy, program development, human resources management, compliance, research administration, and facilities. Collaborates with department chair and/or institute director on immediate strategic planning initiatives, quality assurance and staff development.

JOB QUALIFICATIONS:

Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>	
X		Master's degree	Business Administration	Or
X		Master's degree	Accounting	Or
X		Master's degree	Mathematics	Or
X		Master's degree	Statistics	Or
X		Master's degree	Economics	
	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

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>	
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		Management experience in large, multi-faceted clinical environments.
X		Strong analytical skills, with demonstrated ability to track, manage and handle significant volumes of matters involving different issues with keen attention to detail.
X		Experience in budget development, with knowledge of unique risk management and liability issues affecting higher education.
X		Experience applying policies and procedures, writing legal and technical documents, assembling, organizing, and conceptualizing numerical data in spreadsheets, databases, reports, and presentations.
X		Lead/guidance skills, with the ability to manage and prioritize different tasks and projects.
X		Deft interpersonal skills for communicating with all levels of staff and diverse individuals and groups coordinating and executing study activities.
X		Excellent problem-solving skills with demonstrated ability in addressing difficult and complex issues.
X		Knowledge of human resources processes, with experience in mediation, negotiation, staff development, and teaching/training staff.
	X	Experience in healthcare planning or financial analysis. Familiarity with academic medical center environments.
	X	Experience utilizing Hyperion and Oracle financial systems.

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Serves as primary finance point-of-contact for department leaders. Provides interim leadership in the development and implementation of department's operational strategy. Performs regular, ad-hoc or complex financial and operating reports to identify gaps and assess needs. Manages programs and processes to enhance operations and generate revenue through savings or income production.				
Supports the development of the annual budget, highlighting a method for analyzing financial data for trends and development forecasts, and estimating projections for expenses and revenue growth. Responsible on an interim basis for overall department finances across all funding groups - dean allocations, research, county, clinical, outside contacts, and hospital funding. Makes major decisions regarding budgetary and resource allocations, and has signature authority for departmental accounts on all financial and payroll transactions.				
Manages the flow of funds in and out of the department, providing oversight of monthly expenditures and ensuring complete and accurate financial presentations. Builds and improves financial models that drive decision-making. Independently analyzes and identifies operational and financial opportunities to improve departments and service-level performances. Liaisons with key shared service leaders, and partners with operational and project leaders to identify and investigate budget variances.				
Supports departments by managing faculty offers with the Office of Faculty Affairs. Provides guidance and advice to faculty and/or staff in budget preparations. Apprises chair of the department's financial status, assessing internal controls including maintenance and reviews of receipts, payroll, disbursements, and procurement.				
Oversees clinical activities for assigned departments. Develops and monitors annual revenue goals and revenue cycle performance. Maintains strong working relationship with USC Care and the hospital to actively manage utilization of clinics and operating rooms. - Administers Medical School Operating Agreement (MSOA) stewardship, including maintenance of accurate department service schedules at LAC/USC. Informs dean's office of any departmental issues related to the MSOA.				
Manages supervisors and staff of assigned departments, directly or indirectly, reviewing performances and facilitating disciplinary actions as necessary. Assesses and advises on organizational structures, reporting relationships and short- and long-range staffing needs based on department goals.				
Supports and manages both federal and industry grant proposal submissions for assigned departments, including reviews and approvals of proposed salaries and efforts, appropriate applications of fringe benefits, and indirect cost rates.				

JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Reviews, approves and tracks departmental cost-sharing commitments. Coordinates activities between principal investigators and the Clinical Trials Office (CTO) for all industry proposals and awards. Ensures internal schedules for tracking proposal development and responses are communicated with regard to agency requirements and deadlines.				
Ensures consistent implementation of departments' internal policies and procedures covering administration, finance, human resources, safety and more, and confirms compatibility with university policies. Represents aligned department interests with university leaders, adding insights from the hospitals' perspective.				
Develops financial operating and administrative policies and procedures, and directs their dissemination, interpretation, and application. Distills complex financial analysis into clear insights. Serves as key resource on financial projects, interfacing with faculty and/or staff to complete assignments and resolve problems referred by project staff or administrators. Directs the delivery of financial reporting services, provides internal consultations and advises on complex and/or technical				
Interprets applicable laws, rules and regulations, as well as university financial policies and procedures. Sets and communicates priorities and performance standards, and assesses operations with said criteria. Provides quality assurance reviews and addresses areas in need of attention.				

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.