



## JOB INFORMATION

Job Code:	113405
Job Title:	Finance Coordinator
FLSA Status:	Non-Exempt
Supervisory:	
Job Family:	Accounting
Job Family Group:	Accounting, Finance and Banking
Management Level:	7 Individual Contributor

## JOB SUMMARY

Responsible for coordination of finance tasks in an accurate and timely manner. Creates, distributes, and updates reports and budgets. Maintains organizational systems for files, screens phone calls, and coordinates travel for the finance executives. Calculates and tracks payments, invoices, and upcoming and current expenses. Composes correspondence and other documents on behalf of the manager and other members of the department.

## JOB QUALIFICATIONS:

### Education

Req	Pref	Degree	Field of Study	
X		Bachelor's degree		Or
X		Bachelor's degree	Accounting	Or
X		Bachelor's degree	in related field(s)	

### 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	professional finance environment	
	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		Excellent written and oral communication skills.
X		Demonstrated experience managing heavy calendars and coordinating travel.
X		Familiarity with filing system maintenance.

## Knowledge, Skills and Abilities

Req	Pref	Functional Skills
	X	Demonstrates exceptional written and oral communication skills.
	X	Strong organizational instincts and attention to detail.
	X	Excellent interpersonal skills and proven success in cross-functional collaboration.
	X	Knowledge of human resources, purchasing, and procurement processes.

## Other Job Factors

## JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Maintains departmental calendars in coordination with other university executives, resolving scheduling conflicts and making travel arrangements as needed. Assists with budget preparations, gathering and tracking pertinent information and materials for meetings and hearings. Reviews and processes purchase orders, services agreements, and maintenance contracts.				
Monitors, prepares, and processes invoices, check requests, and travel and business reimbursements. Processes and monitors timekeeping and assists with routine employment matters (e.g., support recruitment, employment records maintenance).				
Screens and responds to all inquiries via calls, email, and in-person visitors. Orders and maintains inventory of office supplies. Provides project support, as requested, planning and/or executing project activities to meet objectives.				
Promotes an environment that fosters inclusive relationships and creates unbiased opportunities for contributions through ideas, words, and actions that uphold principles of the USC Code of Ethics.				

## Other Requirements

Essential:	Emergency Response/Recovery	Essential:	Mandated Reporter
	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>
Campus Security Authority (CSA)			Essential:
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.