



JOB INFORMATION

Job Code:	113423
Job Title:	Accountant II
FLSA Status:	Non-Exempt
Supervisory:	Leads employees performing similar work on a project basis.
Job Family:	Accounting
Job Family Group:	Accounting, Finance and Banking
Management Level:	7 Individual Contributor

JOB SUMMARY

Manages the accounting records for an assigned major segment of the University's financial system. Applies an in-depth knowledge of accounting principles to review, analyze, summarize and report financial information. Designs accounting procedural and systems enhancements to improve operating effectiveness. May lead other accountants on a regular basis or on projects of a specialized nature.

JOB QUALIFICATIONS:

Education

Req	Pref	Degree	Field of Study
X		Bachelor's degree	
	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

Req	Pref	Work Experience	Experience Level
X		3 years	
	X	5 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		Strong knowledge of generally accepted accounting principles including fund accounting.
	X	Progressively responsible experience as an accountant with knowledge of university financial systems and knowledge of computers and financial applications.

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Manages the accounting records for an assigned major segment of the university's financial system. Monitors and reviews financial activity. Applies accepted accounting principles to design and produce regular reports and statements and analyze for accuracy, problems and trends and makes recommendations. Documents findings and recommendations for consideration by manager.				
Conducts internal reviews to ensure adherence to university policies and agency regulations. Examines and evaluates current methods and procedures for adequacy of controls. Recommends and assists in the implementation of improvements or changes.				
Develops or revises internal accounting systems. Designs formats to assist in reporting and analysis. Recommends and implements controls to ensure reliability of systems and integrity of data.				
Compiles and organizes data for use in budget forecasts and development. Produces regular operating statements. Evaluates actual performance to projections and develops conclusions and recommendations addressing variances. Advises and consults with management concerning the accounting and financial implications of existing and projected department activities.				
Advises on university financial policies and procedures, agency laws and regulations, and generally accepted accounting principles.				
Maintains currency with laws and regulations governing accounting policies and procedures.				
May act as a lead to other accountants and/or student workers with work assignments, problem resolution and/or with special projects. Provides leadership and guidance to accountants and/or student workers with work assignments and/or special assignments or short-term projects as needed. Assists in training or scheduling work assignments as required.				

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.