



JOB INFORMATION

Job Code:	113443
Job Title:	Associate University Comptroller
FLSA Status:	Exempt
Supervisory:	Manages through subordinate supervisors.
Job Family:	Accounting
Job Family Group:	Accounting, Finance and Banking
Management Level:	4 Administrator

JOB SUMMARY

Oversees the department's accounting and reporting activities. Responsible for financial reporting, including monthly, quarterly and annual reporting. Ensures compliance to generally accepted accounting principles as well as university guidelines and policies.

JOB QUALIFICATIONS:

Education

Req	Pref	Degree	Field of Study
X		Bachelor'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		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		Thorough knowledge of generally accepted accounting principles. Management experience and accounting and financial systems experience. Demonstrated strong oral and written communication and analytical skills. Ability to work effectively with senior management. Ability to handle sensitive and confidential information. Must be detail-oriented with ability to multi-task and meet time sensitive deadlines.

Other Job Factors

JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Responsible for financial reporting, including monthly, quarterly and annual reporting. Prepares financial statements. Prepares and provides financial data necessary for completion of financial reports and/or annual surveys. Provides on-going financial analysis, as necessary.				
Assists in the preparation and auditor review of the annual financial statements and reports. Coordinates information between external auditors and university departments regarding the fiscal year end audits.				
Acts as a liaison between university and auditor for information requests. Provides internal and external reports and analyses. Coordinates the production of the annual financial report.				
Evaluates monthly financial performance projection reports which outlines the university operation budget for all schools, auxiliaries and administrative departments. Communicates with schools and departments to understand their unit's fiscal performance.				
Monitors ledger transactions to ensure data integrity and compliance to university guidelines and policies. Develops queries and special reports utilizing financial systems in order to ensure accuracy.				
Directs daily operations to ensure adherence to established standards of accounting principles, Board of Trustee rules and regulations and university policies. Ensures university accounting procedures comply with generally accepted accounting principles. Maintains budget control and ensures university funds are dispersed according to budget guidelines.				
Directly supervises all assigned subordinate staff. Recruits, screens, hires and trains staff. Evaluates employee performance and provides guidance and feedback to assigned staff. Counsels, disciplines and/or terminates employees as required. Recommends departmental goals and objectives. Implements and communicates to staff. Reassesses or redefines priorities as appropriate in order to achieve performance objectives.				
Evaluates and uses judgment to analyze and project the fiscal year end expenditures and revenues are on target to budget.				
Serves as a key resource for account structure and financial decisions and information. Resolves problems or questions referred by staff, senior university administrators, or professionals outside the university.				

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.