



Financial Planning & Analysis Manager Job Description

JOB INFORMATION

<i>Job Code:</i>	113617
<i>Job Title:</i>	Financial Planning & Analysis Manager
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	May lead one or more employees performing similar work.
<i>Job Family:</i>	Finance
<i>Job Family Group:</i>	Accounting, Finance and Banking
<i>Management Level:</i>	5 Manager

JOB SUMMARY

Performs modeling, forecasting and budgeting tasks in support of the university's long-range strategic planning. Performs extensive data reconciliation, consolidation, and analysis for large quantities of financial data to create a coherent and easy-to-understand financial summary.

JOB QUALIFICATIONS:

Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>	
X		Bachelor's degree		Or
X		Bachelor's degree	Finance	Or
X		Bachelor's degree	Accounting	Or
X		Bachelor's degree	Business Administration	Or
X		Bachelor's degree	Economics	Or
X		Bachelor's degree	Statistics	Or
X		Bachelor's degree	in related field(s)	
	X	Master's degree	Business Administration	Or
	X	Master'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

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>	
X		8 years	in financial planning and analysis or related field.	
	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		Experience with data modeling.
X		Ability to work independently and to guide others through effective collaboration.
X		Expert Microsoft Excel and PowerPoint skills.
X		Excellent written and oral communication skills.
	X	Comprehensive understanding of generally accepted accounting principles (GAAP) standards and procedures.
	X	Knowledge of Visual Basic for Applications (VBA).
	X	Excellent management skills and leadership ability.

Certifications

Req	Pref	Select Certifications	Enter Additional Certifications
	X		Chartered Financial Analyst designation

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Analyzes trends of key performance indicators (KPIs) relating to financial metrics (e.g., student headcount, course enrollment, faculty productivity). Monitors KPIs and identifies the root cause of unexpected variances.				
Prepares long-term profit and loss (P&L) and cash flow scenarios and performs sensitivity analysis to forecast possible outcomes. Develops and continually improves budgeting, financial projections, and operating forecasts.				
Develops and analyzes financial models to support strategic initiatives. Creates long-range annual operating and capital budget forecasts to assist in meeting the university's overarching strategy. Presents monthly and quarterly financial projections of underlying business drivers and key operating metrics.				
Supports senior administrators and department senior business officers with data-driven analysis. Implements and utilizes business intelligence tools to create dashboard reports for senior administrators.				

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: https://policy.usc.edu/mandated-reporters/
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: https://dps.usc.edu/alerts/clery/			

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.