



## Associate Vice President, Strategy & Operational Finance Job Description

### JOB INFORMATION

<i>Job Code:</i>	199037
<i>Job Title:</i>	Associate Vice President, Strategy & Operational Finance
<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>	Senior Management
<i>Job Family Group:</i>	Administration
<i>Management Level:</i>	3 Executive

### JOB SUMMARY

Provides expertise, vision, and division-wide support for the University Finance Division's (UFD) business operations. Creates short- and long-term initiatives, and develops processes, ensuring appropriate monitoring, follow-up, and improved communications. Tracks and drives attainment of stated divisional goals through effective management, including on-time delivery of key projects and programs. Manages operations, and operational philosophy. Reviews and negotiates contracts and other legal documents, and signs or coordinates executions of the same. Oversees staff planning, budget administration, workflows, and payroll functions through division directors and managers.

### JOB QUALIFICATIONS:

#### Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>	
X		Master's degree		
	X	Master's degree	Accounting	Or
	X	Master's degree	Finance	Or
	X	Master's degree	Business Administration	Or
	X	Master's degree	Law	Or
	X	Master's degree	in related field(s)	Or
	X	Juris Doctor (JD)		

#### 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		5 years	of financial planning, analysis, and/or budget experience, with some experience in a leadership or management role.	
	X	8 years	of financial planning, analysis, and/or budget experience.	

## 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		Demonstrated experience with government and/or fund accounting, computer simulation and forecasting techniques, and generally accepted accounting principles and practices.
X		Proven ability to interpret, conceptualize, clarify, and resolve complex financial data, problems, and policies.
X		Excellent analytical, qualitative, and data-organization skills, able to make frequent administrative and high-level decisions with independent judgment and discretion.
X		Proven written, oral, and persuasive communication skills, with experience presenting technical topics to non-technical audiences and both detailed information and summaries to management-level individuals and groups.
X		Demonstrated interpersonal skills, with experience developing and maintaining appropriate relationships with a broad range of executives, staff, faculty, students, and other relevant internal/external stakeholders from varied diverse, socioeconomic, and intercultural backgrounds.
	X	Proven experience in a leadership or management role, directing high-performing teams of professionals focused on delivering customer service and ensuring compliance.
	X	Experience with higher education systems and procedures, and financial policies and planning concepts.
	X	Experience with values-based leadership and diversity and inclusion efforts, and demonstrated committed to growth and people topics.
	X	Thorough knowledge of local, state, and federal policies and procedures pertaining to budget, travel, accounts payable, procurement, employment, and payroll.
	X	Experience with ERP, financial reporting, research administration, and human resources systems (e.g., Workday, Quali, Gateway, TEV, UCPath KRONOS, Data Warehouse).

## Other Job Factors

## JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Provides expertise, vision, and division-wide support for the University Finance Division's business operations. As part of senior leadership, works closely with other executives and UFD department leaders, developing and championing new strategies and transformational plans to better serve UFD customers and achieve divisional goals.				
Creates short- and long-term initiatives, and develops processes to ensure appropriate monitoring and follow-up. Participates in planning new initiatives to gain efficiencies and improve communications. Gathers multiple inputs and integrates diverse plans and requests, based on UFD and overall university priorities. Sets goals, establishes priorities, manages resources, develops concepts and approaches, and reviews processes and results. Establishes and monitors key performance metrics to gauge progress and success.				
Responsible for communicating division initiative planning, assumptions, and guidelines. Tracks and drives attainment of stated divisional goals through effective management, including on-time delivery of key projects and programs, as stated in annual goals. Develops and shares key information with diverse groups of cross-functional leaders across the university. Provides regular executive updates and course-corrections, ensuring university objectives are met or adjusted appropriately through effective program management.				
Oversees project and program budgets, and financial activities and operations, through divisional and administrative directors, managers, and professional staff. Manages operations, and operational philosophy. Ensures that internal processes and systems are in compliance, interpreting all applicable university policies and procedures, and pertinent local, state, and federal regulations.				
Reviews and negotiates contracts and other legal documents, and signs or coordinates executions of the same. Works with legal counsel and the Office of General Counsel concerning legal matters.				

## JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Oversees staff planning, budget administration, workflows, and payroll functions (e.g., compensation, benefits, employee relations) through division directors and managers. Provides guidance regarding strategic-initiative staffing and resource allocation decisions. Determines organizational structures, reporting relationships, and short- and long-term staffing needs. Reviews and approves hiring and salary actions, and is responsible for Financial Fellowship Program management and employee appreciation activities (e.g., quarterly staff recognition awards, Student Connectivity events).				

## 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: <a href="https://policy.usc.edu/mandated-reporters/">https://policy.usc.edu/mandated-reporters/</a>
<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: <a href="https://dps.usc.edu/alerts/clery/">https://dps.usc.edu/alerts/clery/</a>			Yes

## 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.