



# Associate Vice President, Business Services Job Description

## JOB INFORMATION

<i>Job Code:</i>	199550
<i>Job Title:</i>	Associate Vice President, Business Services
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	May oversee student, temporary and/or resource workers.
<i>Job Family:</i>	Senior Management
<i>Job Family Group:</i>	Administration
<i>Management Level:</i>	3 Executive

## JOB SUMMARY

Oversees Business Services departments (e.g., Procurement Services, Strategic Sourcing, Mail and Materials Management Services). Establishes a cost-efficient procurement environment that aligns with the university's strategic and operational priorities. Responsible for overall internal and external audit.

## JOB QUALIFICATIONS:

### Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>	
X		Bachelor's degree	Accounting	Or
X		Bachelor's degree	Business Administration	Or
X		Bachelor's degree	Finance	
	X	Master's degree	Accounting	Or
	X	Master's degree	Business Administration	Or
	X	Master's degree	Finance	

### 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		10 years	administrative experience in a higher education institution.	
	X	12 years	administrative experience in a higher education institution.	

### 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 conducting budget, cash flow, financial analyses and forecasting.
X		Demonstrated experience working with administrative, governance, budget, and human resources policies and processes.
X		Proven ability to interpret, analyze, and apply pertinent policies, procedures and regulations.
X		Ability to evaluate operational and financial viability of contracts and proposals.
X		Working knowledge of GASB standards and GAAP accounting principles.
X		Demonstrated leadership, interpersonal, organizational, critical thinking and analytical skills.
X		Excellent written and oral communication skills, and an exemplary attention to detail.
X		Ability to build, develop and manage diverse, high-performing teams, fostering an environment of trust, collaboration, transparency, and accountability.
	X	Demonstrated experience as a financial and business operations administrator

## Certifications

Req	Pref	Select Certifications	Enter Additional Certifications
	X	Certified Public Accountant - CPA	

## Other Job Factors

## JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Establishes a cost-efficient procurement environment that aligns with the university's strategic and operational priorities. Develops goals and objectives and identifies opportunities to decrease expenses. Initiates regular business reviews with key suppliers and university stakeholders. Serves as a liaison for Business Services regarding the requirements and procedures governing procure-to-pay.				
Ensures regulatory compliance, advising on key issues to promote compliance awareness to staff and faculty. Provides assistance in interpreting and applying university policies and procedures as well as relevant laws and regulations. Makes recommendations for improvement of university risk management program, as appropriate. Leads business continuity planning and activates plans upon emergency declarations.				
Oversees directors and staff, providing leadership to all assigned units. Sets performance standards and oversees staff hiring, management and evaluation. Ensures high level of customer service through staff training, effective utilization of technology, and proactive communication.				
Responsible for overall internal and external audit. Reviews draft audit reports and provides context, commentary, and/or revisions. Responsible for maintaining cost control standards and implementing cost control plans. Researches and implements tax laws, emerging legislation or regulations that may affect the university's procure-to-pay policies and protocols.				
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		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

<b>Other Requirements</b>			
<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		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.