



Assistant Vice President, Financial Planning and Analysis Job Description

JOB INFORMATION

<i>Job Code:</i>	199551
<i>Job Title:</i>	Assistant Vice President, Financial Planning and Analysis
<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
Assistant Vice President, Financial Planning and Analysis	

JOB SUMMARY

Provides critical leadership and support for long-range financial planning and current-year decision making. Leads the development, interpretation, analysis and decision-making methodologies for university financial planning and resource allocations (e.g., campus operations, capital budgeting, internal debt financing/loan management). Applies financial principles to conceptualize, develop and implement funding models. Responsible for preparing in-depth financial reports and analysis concerning specific areas.

JOB QUALIFICATIONS:

Education

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

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>	
X		15 years	with financial analysis and reporting	
	X	15+ years	with financial analysis and reporting with advanced financial planning concepts.	

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 expertise in strategic financial and budget management using advanced planning concepts.
X		Advanced knowledge of financial statement preparation and interpretation (e.g., net income, cash flow).
X		Proficiency with reporting software applications (e.g., Tableau).
X		Proven experience in leadership/management roles, skilled in conflict resolution, mediation, and counseling, and able to embed organizational values and behaviors (e.g., ethics, accountability).
X		Excellent analytical, qualitative, and data organization skills.
X		Demonstrated experience fostering effective relationships and partnerships and a culture of belonging and appreciation that drives best-in-class customer service.
X		Exemplary written and oral communication skills.
X		Proven interpersonal skills, able to create cultures of trust and transparency while building strong relationships with customers, partners, and stakeholders
	X	Extensive experience with higher education financial policies, procedures, and systems.
	X	Thorough knowledge of relevant local, state, and federal policies and procedures.
	X	Proficiency with advanced database and financial analytical applications and techniques.
	X	Ability to independently develop, drive and contribute to comprehensive strategies and business plans in rapidly changing environments.
	X	Experience in unionized environments.
	X	Familiarity with academic medical centers.
	X	Multilingual communication skills, fluent in Mandarin, Spanish, Korean and/or other languages beyond English.

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Responsible for the development, integration, operation, and implementation of complex financial models utilized for short- and long-range planning (e.g., forecasting, enrollment analysis, faculty/staff headcount metrics). Independently identifies, researches and evaluates metrics needed to provide accurate financial projections. Conducts monthly meetings with relevant stakeholders, ensuring data accuracy and interfacing with resource managers to refine projections.				
Conceptualizes, develops, and recommends long-range resource allocation plans based on university policies and financial principles. Develops and restructures strategies, providing input regarding new/existing resources. Coordinates a wide range of issues within assigned areas, interpreting capital policies for implementation. Works with relevant stakeholders (e.g., IT) to manage scheduled and systematic financial projections and ensure appropriate system configuration and integrations.				
Gathers and analyzes financial data, developing models to consistently incorporate assumptions and projects concerning varied matters. Manages business case analyses for projects, analyzes alternatives and conducts detailed cost analyses supporting preferred solutions. Analyzes funding requests and prepares written responses related to funding issues for review by senior leadership.				
Responsible for preparing detailed financial analyses, tables and reports regularly and as needed. Conducts and manages in-depth studies (e.g., administrative reviews, responses to audits). Reviews submissions for compliance with policies and data accuracy. Synthesizes complex data into reports and presentations, identifying issues and trends.				
Directs financial forecasting, planning and budgetary processes for capital funding and debt management. Manages the development, implementation, and refinement of processes consistent with all relevant university policies. Oversees				

JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
and monitors the capital project approval process. Assists with annual certifications and provides critical, high-level policy analysis on a wide range of varied issues.				
Directs staff working with university-wide groups to provide resource management and planning support as critical issues are identified and defined. Encourages a workplace culture where all employees are valued, value others and have the opportunity to contribute through their ideas, words and actions, in accordance with the USC Code of Ethics. Develops training programs to update control points and staff with policies, structures, planning information, and systems.				

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/			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.