



**USC** University of  
Southern California

## Investment Operations Associate Job Description

### JOB INFORMATION

Job Code:	113837
Job Title:	Investment Operations Associate
FLSA Status:	Exempt
Supervisory:	May oversee student, temporary and/or resource workers.
Job Family:	Investments
Job Family Group:	Accounting, Finance and Banking
Management Level:	8 Individual Contributor
Effective Date:	4/1/2025

Investment Operations Associate

### JOB SUMMARY

Manages portfolio performance, updates databases, and maintains investment records and performance files. Performs calculations and portfolio accounting, monitors and processes cash flow transactions, and implements new investments. Leads improvement of processes/controls, ensuring compliance with all applicable policies and procedures. Assists in production of ad-hoc projects and reports, registers, records, and sells securities in the university's name. Helps maintain performance databases and investment files, prepares spreadsheets and supporting documentation. Fosters a culture of belonging and engagement that encourages relationships and creates unbiased opportunities for contributions through ideas, words, and actions that uphold principles of the USC Code of Ethics.

### JOB QUALIFICATIONS:

#### Education

Req	Pref	Degree	Field of Study
X		Bachelor's degree	
	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

Req	Pref	Work Experience	Experience Level
X		3 years	
	X	5 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

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 Company and the employee occupying the position.

## Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Experience working in finance.
	X	Two years of experience working as an analyst in a relevant department at a financial institution.

## Other Job Factors

## JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Manages portfolio performance. Updates databases. Maintains investment records and performance files (e.g., weekly, monthly, quarterly and annual reports; K-1s; 1099s).				
Performs calculations and portfolio accounting (e.g., updating/reconciling records). Monitors and processes cash flow transactions (e.g., capital calls, book transfers, subscriptions). Implements new investments (e.g., account opening).				
Leads improvement of processes/controls. Complies with all applicable policies and procedures. Aids in production of ad-hoc projects and reports (e.g., accounting, performance, cash, investment data).				
Registers, records, and sells securities in the university's name. Helps maintain performance databases and investment files. Prepares spreadsheets (e.g., for investment office, restricted fund accounting staff) and supporting documentation (e.g., for audit purposes).				
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.				

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

### Campus Security Authority (CSA)

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/>

**Essential:**

## 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

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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

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