



Position Profile

Accounting Manager/Financial Analyst

February 2021

(Note: This job qualifies for virtual office consideration)

In partnership with Summit Search Solutions, Inc.

ABOUT THE INSTITUTION

Southern California University of Health Sciences (SCU) is a regionally accredited, nonprofit institution specializing in health care education. SCU is dedicated to its core values of integrative health, evidence-based practice, health equity, and inclusivity.

The Southern California University of Health Sciences (SCU) was founded in 1911 as the Los Angeles School of Chiropractic. SCU has added multiple programs over the years and is today a comprehensive health sciences university offering certificate, baccalaureate, and graduate-level education to students interested in pursuing a career in the health professions. SCU has a history of providing the highest levels of patient care and has gained a reputation for excellence in an evidence-informed curriculum. The university holds institutional accreditation with the Western Association of Schools and Colleges (WASC) as well as several programmatic accreditations. For more information: <https://www.scuhs.edu/>



SCU's mission is to educate students as competent, caring, and successful integrative healthcare practitioners. Faculty, staff, and students enjoy a collaborative and engaged community that includes an active student association, staff senate, and faculty senate. SCU has been educating practitioners for over 100 years.

The university is proud of the SCU Health Center, a unique educational health and wellness facility residing in the heart of Whittier, California. Skilled and qualified students provide care under the close guidance of expert, licensed SCU Health System practitioners. The SCU Health Center provides chiropractic, acupuncture, Ayurveda, and urgent care services to address a variety of ailments and medical conditions. Each patient, based on their needs and condition, receives a customized plan that is right for their health and lifestyle.

The university is committed to providing excellence in academics, service, scholarship, and leadership through its diverse program portfolio:

- Doctor of Chiropractic
- Doctor of Acupuncture & Chinese Medicine
- Master of Acupuncture & Oriental Medicine
- Master of Science in Human Genetics and Genomics
- Master of Science in Medical Science
- Master of Science: Physician Assistant Program
- Bachelor of Science in Health Sciences
- Accelerated Science Courses
- Ayurveda Certificate Program
- Clinical Internship for Ayurveda Practitioners
- Sports Medicine Residency
- Veteran Affairs Residency

[The Refreshed Institutional Plan to 2023](#) provides a sustainable plan for the success and growth of Southern California University of Health Sciences.

QUICK FACTS

Serving over 1,200 students
13:1 Student to Faculty Ratio
6 Continents represented by SCU Alumni
30+ Student Groups and Associations
20 Average Class Size
35,000 Annual patient visits to the SCU Health System allowing students real world experience
12 Affiliated Health Centers
25 Acre Campus



THE OPPORTUNITY

Accounting Manager/Financial Analyst

Reporting to the Assistant Vice President for Accounting and working closely with the Director of Financial Planning and Analysis, the Accounting Manager will have an active role in the accounting department to ensure preparation of financial reporting and analysis. This is a **newly created individual contributor role** that will manage special projects and process improvement. Initially, the Manager will focus on assisting the department with obtaining its goal of providing timely and accurate reporting while assessing and streamlining processes. The position will gradually move into financial analysis preparation and reporting, as well as other special projects as assigned. The ability to perform and evaluate comprehensive analysis will be a key requirement for this position, as is a strong working knowledge of GAAP.

The university recently finished a two-year project, successfully transitioning to a new ERP system. There is much to be done in the aftermath of the transition, as the department is behind in its reporting responsibilities as a result of efforts to bring the new ERP system live and gain an understanding of how to work with it daily. The Manager will assist the department with the backlog of work to be completed that will bring it back to a state of timely financial reporting. This may involve account reconciliations, daily processing activities, financial reporting, and special projects. The new ERP system also brings about an opportunity to assess existing processes to determine if operations are efficient. The Manager will assist with reviewing existing procedures related to our daily, weekly, and monthly tasks, looking for opportunities to improve efficiency and effectiveness.

NOTE: This position has the option of being a virtual role with some scheduled travel to the university.

Duties and Responsibilities:

- Assists the accounting department with special projects, including reconciliation of net asset accounts and fund balances.
- Is responsible for all aspects of preparation of the university's business segment financial reporting process.
- Performs analyses, including analyses of business segments, revenue, compensation and related expenses, operating expenses, and grants; creates periodic reports.
- Reconciles allocated expenses, including marketing expense by program and medium and SCU Health labor.
- Assist with identifying opportunities to streamline accounting processes, including paperless process implementation, electronic payments, and process automation projects.
- Creates and distributes monthly budget versus actual reports; answers inquiries from budget managers regarding reports and their data. Assists departments in problem-solving.
- Prepares lead schedules, year-end adjustments, and other information for annual audit. Trains budget managers in using various financial and budgeting software.
- Performs other special projects as assigned by the Assistant Vice President for Accounting and the Director of Financial Planning and Analysis.

Qualifications:

- Bachelor's degree in accounting from an accredited college or university. A CPA license is considered a plus.
- Five or more years of accounting experience; experience in public accounting is a plus. Experience in higher education, government, or nonprofit environments preferred.
- Ability to interpret policies and accounting guidance.
- Strong working knowledge of GAAP.
- Ability to analyze source data and use results to aid in decision making.
- Ability to produce routine reports and interpret and communicate the data.
- Ability to educate and present financial data to groups or individuals.
- Working knowledge of accounting software; ERP systems; payroll systems; Microsoft Office Suite (Excel, Word, PowerPoint, Teams). Strong Excel skills required (vlookups, pivot tables, etc.).
- Ability to meet deadlines.

Competencies:

Intellectual

- Analytical - Synthesizes complex or diverse information; collects and researches data; uses intuition and experience to complement data; designs workflows and procedures.
- Design - Demonstrates attention to detail.
- Problem Solving - Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem-solving situations.
- Project Management - Communicates changes and progress.
- Technical Skills - Assesses own strengths and weaknesses; pursues training and development opportunities; strives to continuously build knowledge and skills; shares expertise with others.

Interpersonal

- Customer Service - Manages difficult or emotional customer situations; responds promptly to customer needs; solicits customer feedback to improve service; responds to requests for service and assistance; meets commitments.
- External Working Relationships – Develops and maintains courteous and effective working relationships with clients, vendors and/or any other representatives of external organizations.

Organization

- Business Necessity – The needs of the employer may be dependent on responding to and anticipating rapidly changing external and internal demands in all aspects of how business is conducted. This may include but is not limited to, organization structure, finances, goals, personnel, work processes, technology, and customer demands. Therefore, it may become necessary to make modifications to how business is conducted and work is accomplished, with minimal or no advance notice to employees. Accordingly, the employee must be capable of adapting, with minimal or no advance notice, to changes in how business is conducted and work is accomplished, with no diminishment in work performance.
- Safety and Security –All employees are responsible for observing safety and security procedures as applicable and reporting potentially unsafe conditions to management.



PROCEDURE FOR CANDIDACY

Confidential review of applications will begin immediately and are welcomed until the position is filled. Please submit your resume and letter of interest. To apply online go to <https://theapplicantmanager.com/jobs?pos=su231>

For nominations or further information:

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Southern California University of Health Sciences is an equal opportunity employer. Members of underrepresented groups are encouraged to apply.



Summit Search Solutions, Inc. is a boutique executive search firm dedicated to serving education and nonprofit communities nationwide. Based in Asheville, NC, Summit has a team of experienced recruiting consultants in strategic locations across the country including California, Colorado, Kansas, New York, and North Carolina.



Image by David Mark from Pixabay

WHITTIER and SOUTHERN CALIFORNIA

Whittier has a unique combination of community identity, spirit, and cooperation that have helped make it one of the most attractive and desirable residential and business locations in Southern California. Located in Los Angeles County, about 12 miles southeast of the City of Los Angeles, it boasts beautiful year-round weather with temperatures rarely reaching above 90 degrees or below 50 degrees.

Living in Whittier offers residents a small-town feel but with the benefits of a large metropolitan area with access to a vast array of cultural and recreational opportunities. In addition to all the attractions offered by the private sector, the County has several world-class facilities including the Music Center, Hollywood Bowl, Museum of Art, the Natural History Museum, the Ford Theatre, and Marina del Rey. The County manages 87 regional and local parks, 344 miles of horse and hiking trails, 19 golf courses, 31 public swimming pools, and 25 miles of beaches.

And there is no end to what Southern California (SoCal) offers in the way of world-renowned restaurants, gallery exhibits, theater, and just about every outdoor activity you can think of.

Southern Californians lead an outdoor lifestyle where family dinners can be served on the patio, an office worker can go for an outdoor run during his lunch hour and weekends can be spent bike riding, hiking, or taking the dogs for a long walk, followed by a stroll through the neighborhood farmers market. This is the life in SoCal year-round.

To learn more about *Whittier* and *Southern California*, visit:

Whittier Chamber of Commerce: <https://www.whittierchamber.com/>

LA County: <https://www.lacounty.gov/>

Los Angeles Times Arts & Culture: https://www.latimes.com/entertainment/arts/?_lb=1

