



POSITION PROFILE

Budget & Financial Analyst

April 2023

(Note: This position can be remote)

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 College 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/>

The University is proud of the current 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 Occupational Therapy
- Doctor of Physical Therapy (January 2024)
- 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 Registered Nursing (September 2023)
- Bachelor of Science in Health Sciences
- Accelerated Science Courses
- Ayurveda Certificate Program
- Clinical Internship for Ayurveda Practitioners
- Sports Medicine Residency
- Veteran Affairs Residency

QUICK FACTS

Serving over 1,300 students
11:1 Student to Faculty Ratio
6 Continents represented by SCU Alumni
20+ Student Groups and Associations
45,000 Annual patient visits to the SCU Health System allowing students real world experience
12 Affiliated Health Centers
25 Acre Campus
92% of current students received some form of financial aid

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

THE OPPORTUNITY

Budget & Financial Analyst

Reporting to the Director of Financial Planning and Analysis, this position will have an active role in supporting preparation of financial reporting and analysis, 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 working knowledge of GAAP.

NOTE: This position has the option of being remote. The general compensation range for this position is \$80,000-115,000. Candidates will be paid a competitive salary commensurate with their experience.

Duties and Responsibilities – Your Mission:

- Perform analyses, including analyses of business segments, revenue, compensation and related expenses, operating expenses, and grants. Gather data and create monthly and periodic financial reports.
- Responsible for all aspects of preparation of monthly business segment financial reporting process, including calculating, reconciling and entering month-end segment allocations. Reconcile marketing expenses by program and medium and SCU Health labor.
- Act as centralized point of contact for budget managers to lead preparation of annual budget. Manage budgets in Prophix software so users can review their budget to actual as needed. Answer inquiries from budget managers regarding the Prophix software, reports, and their data. Assist departments in problem-solving.
- Prepare lead schedules, year-end adjustments, and other information for annual audit. Train budget managers in using various financial and budgeting software.
- Perform other special projects as assigned by the Director of Financial Planning and Analysis.
- Assist the accounting department with special projects.

Competencies:

- **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.
- **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.
- **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.

Qualifications, Skills, and Abilities:

- Bachelor's degree (B.A.) from four-year college or university.
- Three to five years general accounting experience and financial analysis experience.
- To perform this job successfully, an individual should have knowledge of: Accounting Software; ERP Systems; Internet Software; Payroll Systems; Microsoft Office Suite software (Excel, Word, PowerPoint, Teams); Inventory Software; and Electronic Mail Software.
- Skill level with Excel must be considered intermediate, at a minimum (v-lookups, pivot tables, etc.).
- Experience with Prophix software preferred.
- Ability to write routine reports and correspondence.
- Ability to speak effectively before groups of customers or employees of organization.
- Perform well under pressure.

WHY CONSIDER THE OPPORTUNITY

- New position. Be part of the story of growth for this exceptional institution.
- SCU is thriving. University enrollments are up 99% from 2016.
- SCU has an incredible culture - it drives everything they do.
- The faculty and staff are comprised of diverse, smart, passionate people who are committed to challenging convention and embracing collaboration.
- Exceptional vacation and PTO including national holidays, the day after Thanksgiving, Christmas Eve, New Year's Eve, 3 floating holidays, 2 paid community service days, 96 hours of sick leave, and 3 weeks of paid vacation time.
- Health care plans are paid 100% for employees. Options to enroll family members are available at a reasonable cost.





PROCEDURE FOR CANDIDACY

Thank you for your consideration of this opportunity. Southern California University of Health Sciences takes the interviewing, hiring, and development of new team members very seriously. Their focus on helping new employees succeed and excel from day 1, is a key value. They have asked that you please click the link below and take 7-8 minutes to complete the simple 2 question survey. Your results will be provided in the initial interview.

To complete the survey go to [Southern California University of Health Sciences \(apply.ci\)](https://theapplicantmanager.com/jobs?pos=su360)

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=su360>

For more information please contact:

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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.](https://www.summitsearchsolutions.com) is a boutique executive search firm dedicated to serving the education and nonprofit sectors nationwide. Based in Asheville, NC, Summit has a team of experienced recruiting consultants in strategic locations across the country including California, Kansas, Maryland, 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