

Financial Services Analyst (4627U), FASO Financial Aid  
Operations - 63923  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=229545>

Downloaded On: May. 8, 2024 8:15pm

Posted Jan. 26, 2024, set to expire Jun. 30, 2024

**Job Title** Financial Services Analyst (4627U), FASO Financial  
Aid Operations - 63923

**Department**

**Institution** University of California, Berkeley  
Berkeley, California

**Date Posted** Jan. 26, 2024

**Application Deadline** Open until filled

**Position Start Date** Available immediately

**Job Categories** Professional Staff

**Academic Field(s)** Finance/Investment Management

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**Job Description**

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**Financial Services Analyst (4627U), FASO Financial Aid Operations - 63923**

**About Berkeley**

At the University of California, Berkeley, we are committed to creating a community that fosters equity of experience and opportunity, and ensures that students, faculty, and staff of all backgrounds feel safe, welcome and included. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

The University of California, Berkeley, is one of the world's leading institutions of higher education, distinguished by its combination of internationally recognized academic and research excellence; the

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transformative opportunity it provides to a large and diverse student body; its public mission and commitment to equity and social justice; and its roots in the California experience, animated by such values as innovation, questioning the status quo, and respect for the environment and nature. Since its founding in 1868, Berkeley has fueled a perpetual renaissance, generating unparalleled intellectual, economic and social value in California, the United States and the world.

We are looking for equity-minded applicants who represent the full diversity of California and who demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present in our community. When you join the team at Berkeley, you can expect to be part of an inclusive, innovative and equity-focused community that approaches higher education as a matter of social justice that requires broad collaboration among faculty, staff, students and community partners. In deciding whether to apply for a position at Berkeley, you are strongly encouraged to consider whether your values align with our [Guiding Values and Principles](#), our [Principles of Community](#), and our [Strategic Plan](#).

At UC Berkeley, we believe that learning is a fundamental part of working, and our goal is for everyone on the Berkeley campus to feel supported and equipped to realize their full potential. We actively support this by providing all of our staff employees with at least 80 hours (10 days) of paid time per year to engage in professional development activities. To find out more about how you can grow your career at UC Berkeley, visit [grow.berkeley.edu](https://grow.berkeley.edu).

## Departmental Overview

The Financial Aid and Scholarships Office (FASO) directly awards or coordinates the awarding of over \$850 million from over 700 funding sources to over 25,000 undergraduate and graduate students.

The mission of the Financial Aid and Scholarships Office is to provide students access to an excellent education. Through strategic partnerships and rigorous planning, FASO offers innovative aid programs to make higher education affordable, helps students and parents navigate financial aid processes, counsels students so they understand their options and feel empowered to make the best choices to manage their financial lives, advocates on behalf of students, teaches students about financial literacy, collaborates to help build upon a comprehensive, holistic culture of care that transforms the student experience and helps us recruit, retain, and graduate students and prepare them for success in life, and fosters a sense of community by encouraging alumni and donors to connect with the university and give the gift of access to the next generation of students.

## Application Review Date

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The First Review Date for this job is: February 7, 2024

### Responsibilities

- Applies professional financial services concepts (e.g. accounting, payroll, etc.) to independently resolve UC Path and Work-Study Program issues in compliance with external regulations and internal policies.
- Initiates Salary Cost Transfers and Direct Retros when applicable.
- Provides support and analyses for mitigating limited functionality in UC Path and implementing contingencies.
- Participates in the analysis, design, and implementation of new services or financial operational systems or processes.
- Implements financial transaction processes and procedures.
- Reviews financial data and transactions that support the Work-Study payroll function.
- Reviews, identifies and takes action on payroll transactions (variance analysis & resolution) to ensure compliance with federal, state and institutional requirements.
- Ensures that financial processing functions are performed with accuracy and that daily operations run smoothly.
- Performs variance analysis and resolution of assigned financial aid programs.
- Assesses, recommends, and implements changes to processes that affect the Work-Study Program as needed to ensure financial processes maintain compliance with federal and state requirements and internal financial/audit policies.
- Follows related policies and advises campus staff accordingly.
- Recommends and implements quality customer service standards and procedures to affect various constituencies, including campus departments, students and external vendors.
- Assists with payroll and financial inquiries originating from work-study employers.
- Provides customer service on escalated cases for campus staff and students related to work-study processes and student employment records.
- Documents and maintains processes and procedures for financial activities.
- Develops a professional development plan and participates in development activities, such as attending classes, joining organizations, working on special projects, and serving on departmental or campus-wide committees, in order to enhance expertise in job areas.
- Other duties as assigned.

### Required Qualifications

- Thorough knowledge of financial processes, policies and procedures.

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- Knowledge of financial data management and reporting systems.
- Must be proficient in use of Microsoft Office and common desktop/web applications.
- Strong interpersonal skills, analytical skills, service orientation, active listening, critical thinking, attention to detail, ability to multi-task in a high-volume environment, organizational skills, effective verbal and written communication skills, sound judgement and decision-making ability to develop original ideas to solve problems.

Education/Training:

- Bachelor's degree or AA degree in related area and / or equivalent experience / training.

**Preferred Qualifications**

- Familiarity with and/or ability to learn UC-specific financial systems and financial aid programs.

**Salary & Benefits**

For information on the comprehensive benefits package offered by the University, please visit the University of California's [Compensation & Benefits](#) website.

Under California law, the University of California, Berkeley is required to provide a reasonable estimate of the compensation range for this role and should not offer a salary outside of the range posted in this job announcement. This range takes into account the wide range of factors that are considered in making compensation decisions including but not limited to experience, skills, knowledge, abilities, education, licensure and certifications, analysis of internal equity, and other business and organizational needs. It is not typical for an individual to be offered a salary at or near the top of the range for a position. Salary offers are determined based on final candidate qualifications and experience.

The budgeted hourly range that the University reasonably expects to pay for this position is \$33.52 - \$38.51.

- This is a 100%, full-time (40 hours per week), career position that is eligible for full UC benefits.
- This position is non-exempt and paid bi-weekly.
- This is a hybrid position, eligible for up to 60% remote capability.

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### **How to Apply**

To apply, please submit your resume and cover letter.

### **Conviction History Background**

This is a designated position requiring fingerprinting and a background check due to the nature of the job responsibilities. Berkeley does hire people with conviction histories and reviews information received in the context of the job responsibilities. The University reserves the right to make employment contingent upon successful completion of the background check.

### **Equal Employment Opportunity**

The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or protected veteran status. For more information about your rights as an applicant, please see [the U.S. Equal Employment Opportunity Commission](#) poster.

For the complete University of California nondiscrimination and affirmative action policy, please see the University of California [Discrimination, Harassment, and Affirmative Action in the Workplace](#) policy.

### **To apply, visit**

[https://careerspub.universityofcalifornia.edu/psp/ucb/EMPLOYEE/HRMS/c/HRS\\_HRAM.HRS\\_APP\\_SCH](https://careerspub.universityofcalifornia.edu/psp/ucb/EMPLOYEE/HRMS/c/HRS_HRAM.HRS_APP_SCH)

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### **Contact Information**

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Please reference Academickeys in your cover letter when  
applying for or inquiring about this job announcement.

**Contact**

N/A

University of California, Berkeley

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