

Senior Financial Analyst (7710U) - 27426  
University of California, Berkeley

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Posted Aug. 5, 2019, removed Sep. 26, 2019

<b>Job Title</b>	Senior Financial Analyst (7710U) - 27426
<b>Department</b>	N/A
<b>Institution</b>	University of California, Berkeley Berkeley, California
<b>Date Posted</b>	Aug. 5, 2019
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Fiscal Services
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**Job Description**

Senior Financial Analyst (7710U) - 27426

About Berkeley

The University of California, Berkeley, is one of the world's most iconic teaching and research institutions. Since 1868, Berkeley has fueled a perpetual renaissance, generating unparalleled intellectual, economic and social value in California, the United States and the world. Berkeley's culture of openness, freedom and acceptance academic and artistic, political and cultural make it a very special place for students, faculty and staff.

Berkeley is committed to hiring and developing staff who want to work in a high performing culture that supports the outstanding work of our faculty and students. In deciding whether to apply for a staff position at Berkeley, candidates are strongly encouraged to consider the alignment of the Berkeley Workplace Culture with their potential for success at

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berkeley.html]http://jobs.berkeley.edu/why-berkeley.html.

Application Review Date

The First Review Date for this job is: August 16, 2019

Departmental Overview

University Development and Alumni Relations (UDAR) strengthens Berkeley's excellence through engagement with alumni, parents, undergraduate and graduate students, and friends of the University, raising public awareness about Berkeley and increasing private philanthropy. UDAR provides overall direction for the campus' philanthropic advancement strategies and works to strengthen unit development in partnership with campus fundraisers. The Division handles a range of central activities and services encompassing communications, stewardship, prospect development, gift management, and more.

Responsibilities

Financial Analysis and Reporting:

- \* Develops/employs detailed reporting procedures and templates to create reports, which are then used to provide strategic budget analysis for assigned business partners and divisional leadership.
- \* Develops and prepares complex, tailored budget and financial reports for the Senior Management Team, Executive Directors, and other staff.
- \* Develops and prepares financial reports for assigned client groups.
- \* Conceives, generates, and modifies financial or other resource reports.
- \* Applies professional concepts to perform moderate to complex analysis to understand past performance and determine present and future performance, trends, and/or resource allocations.
- \* Monitors all financial activity and meets with each unit's management on a regular basis to ensure that all activity supports the strategic goals of the department.
- \* Identifies opportunities for improvements to reporting procedures and works with the Finance Director to implement those improvements.
- \* Provides analytical support for complex budget, financial, and/or resource analysis projects.
- \* Takes initiative to research any and all problem areas to identify cause and recommend alternative solutions.
- \* Applies professional concepts to perform varying levels of complex analysis to understand past performance and determine present and future performance and/or resource allocations.
- \* Assist with annual budget and quarterly forecasts.
- \* Prepare management reports against forecast, budget and prior year.
- \* Provide root cause variance explanations and highlights opportunities and risks.
- \* Coordinates and implements department budget allocations, conceives of and maintains department

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chart of accounts or other data management tools, and related business processes.

- \* Perform hierarchy maintenance involving the organizational department changes.
- \* Responsible for providing analytical support for highly complex budget, financial, and resource projects dealing directly with major department managers.

Research and Analysis:

- \* Gathers, analyzes, prepares and summarizes recommendations for financial and/or resource plans, including annual resource allocation approaches, future requirements, operating forecasts, sources/uses, etc.
- \* Gather and analyze applicable information/data from Campus Financial Systems (i.e. General Ledger, Planning & Reporting Tools), business units, and Central Budget Office as needed.
- \* Responsible for providing analytical support for highly complex budget, financial, and resource projects dealing directly with major department managers. For example: uses CalPlanning and CalAnswers to respond to requests for budget information for UDAR executive directors and AVCs.
- \* Performs highly complex financial or resource research and studies for both internal department and external campus constituents. For example: working with campus units (Controller's Office, campus fundraisers in other divisions) to study and make a recommendation to senior management about pursuing a card utilization program..
- \* Directs, initiates, designs and provides analytical studies, summary reports and background materials for campus or department administrative officers and managers for financial and/or resource plans, including annual resource allocation approaches, trended future requirements, operating forecasts, sources and uses, et cetera, that have a significant impact on individual or multiple departments. For example: assists the Finance Director to analyze campus fundraising expense and fund sources used in order to track the use of unrestricted vs department-generated revenue and gifts to maintain the campus fundraising financial model.
- \* May lead a team of less-experienced analysts. For example, reviews and approves common journals and miscellaneous revenue backup authorization when needed in support of a growing workload. Examples include generating, modifying, and conceiving of new financial or other resource reports, strategic planning and modeling, analyzing and forecasting staff/faculty salary budgets, contracts, grants, gifts, endowments, or user fees, and making recommendations for maximizing financial or other resource outcomes. For example, supporting the work of the Finance Director in preparing for the launch or the public phase of the capital campaign and growing operations.
- \* Professional Development and Special Projects:
  - \* Participates in professional development and training, such as attending classes, system or campus training, working on special projects, or serving on departmental or campus wide committees, in order

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to enhance job expertise.

### Required Qualifications

- \* Has advanced knowledge of finance policies, practices and systems.
- \* Is able to identify and analyze information from a variety of sources.
- \* Requires ability to present complex finance related information in a clear and concise manner, both in writing and verbally.
- \* Must be skilled in use of Microsoft Office and common desktop/web applications.
- \* Advanced Excel required.
- \* Advanced expertise of Campus (Oracle based) budget planning, accounting and financial reporting systems (BFS, CalPlanning, CalAnswers) and any related inquiry and report generation functions, or ability to learn.
- \* Demonstrated ability to produce graphic budget and financial presentations, and high quality handouts and other financial summaries and/or reports.
- \* Advanced level competency with a broad range of software programs and demonstrated ability to learn new packages within a short time frame.
- \* Excellent organizational, analytical, interpersonal and problem solving skills.
- \* Excellent customer service skills, capability to interact with diverse groups and/or individuals at all levels within the organization.
- \* Demonstrated flexibility in adjusting priorities and managing multiple projects

### Preferred Qualifications

- \* Advanced degree (MBA), and formal education or experienced in finance preferred.

### Salary & Benefits

This is an exempt, monthly paid position. Annual salary is commensurate with experience.

For information on the comprehensive benefits package offered by the University visit:

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### How to Apply

Please submit your cover letter and resume as a single attachment when applying.

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**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 see:

[url=https://apptrkr.com/get\_redirect.php?id=1561731&targetURL=http://www.eeoc.gov/employers/upload/pos

For the complete University of California nondiscrimination and affirmative action policy see:

[url=https://apptrkr.com/get\_redirect.php?id=1561731&targetURL=http://policy.ucop.edu/doc/4000376/Nondis

To apply, visit

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**Contact Information**

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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