

Financial Analyst 3, SPH (7709U) 1711 - 1711  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=130711>

Downloaded On: Dec. 16, 2019 2:13am

Posted Oct. 4, 2019, set to expire Jan. 31, 2020

<b>Job Title</b>	Financial Analyst 3, SPH (7709U) 1711 - 1711
<b>Department</b>	N/A
<b>Institution</b>	University of California, Berkeley Berkeley, California
<b>Date Posted</b>	Oct. 4, 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>	Finance/Investment Management
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**Job Description**

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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 [\[url=https://apptrkr.com/get\\_redirect.php?id=1647191&targetURL=http://jobs.berkeley.edu/why-](https://apptrkr.com/get_redirect.php?id=1647191&targetURL=http://jobs.berkeley.edu/why-)

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berkeley.html][<http://jobs.berkeley.edu/why-berkeley.html>].

### Application Review Date

The First Review Date for this job is: 10/7/2019

### Departmental Overview

The School of Public Health is a large and complex professional school at UC Berkeley, with a mission to improve population health, especially for the most vulnerable, through interdisciplinary collaborations, preeminent education, and transformational research.

The School is comprised of six academic divisions and 30 research centers and programs, with over 200 faculty, 120 academic/research staff, 155 management/professional/ administrative staff, and 285 student researchers/instructors/workers. The School offers a core MPH degree with nine areas of study, along with five MA and MS degree programs, a DrPH and five PhD degree programs, and five concurrent programs with other UC Berkeley schools and colleges; in addition, the School offers a joint degree with UC San Francisco. The School launched UC Berkeley's first on-line degree program in 2012 and is rapidly expanding the program to reach a wide range of domestic and international audiences through online degrees, certificate programs, and executive education. The School enrolls approximately 575 graduate students per year, as well as educating roughly 440 undergraduate students through an upper-division public health major. The School's more than 13,000 graduates can be found working throughout the world, in both the public and private sectors.

Learn more at

[url=[https://apptrkr.com/get\\_redirect.php?id=1647191&targetURL=https://careerspub.universityofcalifornia.edu](https://apptrkr.com/get_redirect.php?id=1647191&targetURL=https://careerspub.universityofcalifornia.edu)]

### Responsibilities

As a member of the School of Public Health finance team, this position will provide guidance, leadership, and expertise in strategic planning, management and oversight for the School's financial operations. The incumbent will be assigned a portfolio of work that will include financial oversight for the School's research activities, including over 30 research centers and institutes. The incumbent insures that proper internal controls and accountability are in place with respect to the financial activities of the department in order to guarantee compliance with all applicable federal and state laws and university policies and regulations. The position involves developing, interpreting and implementing financial concepts for financial planning, resource planning (dollars), and control of organizational budget to include daily operational tasks and approvals. In addition, the incumbent

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analyzes and prepares recommendations for financial plans, including annual resource allocations, future requirements, and operating forecasts.

Key responsibilities include:

- \* Applies professional concepts to perform moderate to complex analysis to understand past performance and determine present and future performance and/or resource allocations.
- \* Partners with Budget Owner(s) to review financial performance and advises Budget Owner(s) of financial tradeoffs associated with various operational decisions; understands the financial risks and opportunities associated with each budget. Responsible for budget creation for research units during Berkeley's budget season.
- \* Provides department support in the areas of business process analysis and design, system or procedure testing and implementation, documentation, security, workflow, and customer feedback.
- \* Coordinates and implements department budget allocations, conceives of and maintains department chart of accounts or other data management tools, and related business processes.
- \* Provides analytical support for complex budget, financial, or resource analysis projects. Gathers, analyzes, prepares and summarizes recommendations for financial and/or resource plans, including annual resource allocation approaches, trended future requirements, operating forecasts, sources and uses, et cetera.
- \* Manages daily financial operations of assigned portfolio, including procurement approvals, reconciliations, compliance activities, gift processing and payroll and non-payroll expense verification. Responsible for understanding different funding sources (gift, endowment, grant, etc.) and ensuring funds are used appropriately.

Required Qualifications

- \* 5+ years of working experience in accounting/financial analysis.
- \* Has thorough knowledge of finance policies, practices and systems.
- \* Has ability to independently gather, organize, and perform financial analysis assignments.
- \* Requires ability to present information in a clear and concise manner both in writing and verbally.
- \* Must be proficient in use of Microsoft Office, especially Microsoft Excel and common desktop/web applications.
- \* Thorough knowledge of general and fund accounting principles
- \* Has ability to independently gather, organize, and perform financial and accounting related analysis assignments.

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- \* Thorough knowledge of financial transactions and financial systems, as well as related policy, accounting and regulatory compliance requirements.
- \* Structured in approach with ability to plan work and prioritize effectively.
- \* Strong problem-solving and analytical skills, attention to detail.
- \* Strong customer service skills.

#### Education/Training:

- \* Bachelors degree in related area and/or equivalent experience/training

#### Preferred Qualifications

- \* Proficiency in BFS, CalAnswers, CalPlanning (Oracle platforms).
- \* Bachelor's degree in finance or accounting or related field
- \* MBA or CPA or Masters in Finance/Accounting.
- \* Experience with research administration.

#### Salary & Benefits

Hiring Range: \$82,000-\$88,000 annually.

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

[url=https://apptrkr.com/get\_redirect.php?id=1647191&targetURL=http://ucnet.universityofcalifornia.edu/compensation-and-benefits/index.html]http://ucnet.universityofcalifornia.edu/compensation-and-benefits/index.html

#### How to Apply

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

#### Other Information

This is a 100% FTE career appointment.

#### Conviction History Background

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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=1647191&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=1647191&targetURL=http://policy.ucop.edu/doc/4000376/Nondis

To apply, visit

[url=https://apptrkr.com/1647191]https://careerspub.universityofcalifornia.edu/psp/ucb/EMPLOYEE/HRMS/c/H

### Contact Information

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

Please see the job description for contact details pertaining to this university job announcement.