

Executive Assistant, Controller's Office (7384U) 1612 -  
1612  
University of California Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=130730>

Downloaded On: Dec. 7, 2019 4:18pm

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

<b>Job Title</b>	Executive Assistant, Controller's Office (7384U) 1612 - 1612
<b>Department</b>	Controller's Office
<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>	Administrative Support/Services
<b>Apply Online Here</b>	<a href="https://apptrkr.com/1647704">https://apptrkr.com/1647704</a>

**Apply By Email**

**Job Description**

Executive Assistant, Controller's Office (7384U) 1612 - 1612  
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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[url=https://apptrkr.com/get\_redirect.php?id=1647704&targetURL=http://jobs.berkeley.edu/why-berkeley.html]http://jobs.berkeley.edu/why-berkeley.html.

#### Application Review Date

The First Review Date for this job is: October 9, 2019

#### Departmental Overview

The Controller's Office provides oversight of various University financial services including financial accounting and controls, accounts receivable, accounts payable, contracts and grants accounting, and payroll. The Controller's Office also provides analyst support for the PeopleSoft Financials system which consists of the General Ledger, Accounts Payable, Purchasing, Commitment Control, Accounts Receivable, Billing, Contracts, Grants and Project Costing modules.

#### Responsibilities

- \* Oversees and ensures daily administrative operations run smoothly for the Controller's Office, including appropriately managing visitors and phone activity, distributing and monitoring building access passes and parking passes for guests, assisting in making travel arrangements and processing expense reports, maintaining Controller's Office supplies and ordering, and creating reports and presentations as needed, and other duties as assigned. May include monitoring incoming security requests and processing updates as required for specified financial applications on campus, may also include producing and distributing quarterly security reports for financial applications.
- \* Forwards situations and issues presented by staff, faculty and external constituents to appropriate staff members for resolution.
- \* Functions as the gatekeeper for the Controller, understanding the requirements of the executive, in order to prioritize issues according to urgency and to allocate time for scheduled events, travel, and meetings.
- \* Handles the details of a variety of matters on behalf of the Controller. Manages calendar activity, coordinates event planning for the executive, and is able to handle frequent changes within tight timeframes.
- \* Aids the executive with creation/organization/maintenance of existing files; coordinates with other staff members for incorporation of files into standard office filing and storage practices.
- \* Responds to inquiries from faculty, staff, students and the public on behalf of the executive regarding campus operations, policies, and procedures.
- \* Investigates issues and problems; drafts and prepares responses to urgent requests.
- \* Organizes adhoc committees appointed by the Controller's Office on a broad range of issues.

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Prepares responses to urgent divisional requests on behalf of the Controller's Office.

- \* Enrolls in requisite training to act as Controller's Office ergonomics evaluator
- \* Staff development

#### Required Qualifications

- \* Strong skills to communicate effectively with all levels of staff, faculty, alumni/donors, students and external constituencies; both verbally and in writing.
- \* Political acumen and sensitivities to the differing perspectives and political circumstances within all levels of the Campus as well as the Office of the President and external constituencies.
- \* Familiarity with campus processes, protocols and procedures.
- \* Knowledge of state and federal regulations such as federal accounting requirements.
- \* Proficient in Microsoft Office, including Word, Excel and PowerPoint.
- \* Thorough knowledge of common campus-specific and other computer application programs.
- \* Strong skills in analyses and complex problem-solving
- \* Strong organizational skills, accountability, and sense of responsibility
- \* Strong attention to detail, with proactive and thorough follow-up skills
- \* Advising and counseling skills
- \* Ability to multi-task with demanding timeframes
- \* Ability to use high-level discretion and maintain a high level of confidentiality
- \* Willingness to take initiatives to solve problems and overcome roadblocks
- \* Resourceful team player, as well as the ability to work independently
- \* Bachelors degree in related area and/or equivalent experience/training

#### Salary & Benefits

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

[url=https://apptrkr.com/get\_redirect.php?id=1647704&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.

#### Conviction History Background

This is a designated position requiring fingerprinting and a background check due to the nature of the



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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=1647704&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=1647704&targetURL=http://policy.ucop.edu/doc/4000376/Nondis

To apply, visit

[url=https://apptrkr.com/1647704]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.

### Contact

N/A

University of California Berkeley

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