

Senior Financial & Policy Analyst (0216U) 2158 - 2158
University of California Berkeley

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Posted Oct. 17, 2019, set to expire Feb. 13, 2020

Job Title	Senior Financial & Policy Analyst (0216U) 2158 - 2158
Department	N/A
Institution	University of California Berkeley Berkeley, California
Date Posted	Oct. 17, 2019
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

Senior Financial & Policy Analyst (0216U) 2158 - 2158
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 acceptanceacademic and artistic, political and culturalmake 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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Departmental Overview

The Financial Planning & Analysis Team provides objective, accurate, and timely information and analyses to inform campus decision-making and strategic planning.

Our mission is to effectively manage the budgetary resources of the Berkeley campus in support of instruction, research, and public service. We're responsible for ensuring that campus budgetary policy and practice conform to federal, state, and university regulations. We work with campus academic and administrative units in assessing ongoing budget and planning issues, and establishing and monitoring controls over fund allocations. We provide decision support through cost benefit analysis, partnering with institutional research, and data reporting, analyzing, and forecasting.

Responsibilities

- * Performs highly complex and sophisticated analyses relating to long-range financial forecasts. Analyzes global variances between actuals and projections to identify potential risks and opportunities for improvement. Uses business judgment and financial insights to refine forecasts as needed and to expand and refine modeling tools to address institutional priorities as required.
- * Consults with and advises leadership on long-term operational and financial position, as well as provides input on setting strategic direction of long-term financial forecasting for the campus. Directs, initiates, designs and provides analytical studies, summary reports and background materials for campus leadership on proposed university policies that might impact medium- to long-term campus resources, staff and faculty salary funding, campus-wide permanent budget management, etc.
- * Works closely with partner divisions such as Accounting, Capital Planning, and others to develop financial forecasts for key revenue, expense, capital and investment drivers.
- * 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, etc.
- * Independently performs highly complex ad-hoc financial analyses for both internal department and external campus constituents. 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.
- * Assists the Associate Vice Chancellor and CFO in the development of the university's financial strategy and the means through which it is communicated to the campus at large, the Board of Visitors,

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the UC Office of the President and Board of Regents, and the California Legislature.

Required Qualifications

- * Bachelor's degree in finance, accounting, business or related field and/or a minimum of 5-8 years of financial planning and analysis related experience in a multidivisional organization requiring interaction with customers.
- * Ability to communicate, verbally and in writing, complex findings and recommendations in a clear and concise manner to technical and non-technical audiences.
- * Exceptional judgment and interpretation between conflicting concerns or organizations, and the ability to reach mutually agreeable solutions among diverse parties.
- * An approach to problem-solving that seeks to address root issues versus symptoms.
- * Keen ability to maintain sharp focus amidst competing priorities and the acumen to effectively manage time, teams and projects to deliver commitments on time.
- * Ability to delve into the details while maintaining an understanding of the Big Picture impact on strategy.
- * Highly adaptable work-style; ability to think-on-their-feet and move fluidly between tasks and changing priorities in a fast-paced and deadline-driven environment.
- * Aptitude, competence, and experience with budget and forecasting processes and development.
- * Quantitative and financial analytical skills with experience in fund accounting and industry-standard forecasting methodologies and tools are required.
- * Strong analytical skills, with the ability to independently develop creative responses to obstacles.
- * Demonstrated expertise in developing decision-focused presentations and leading groups to a consensus within a designated timeframe.
- * Capacity to confidently fill in the blanks when few facts are available.
- * Financial modeling: development of complex allocation methodologies and long-range revenue and expense planning models.
- * Experience contributing to and guiding change management and communications plans related to financial business process and financial systems changes.
- * Ability to guide the development of business process-focused documentation and training content that will illustrate concepts for a variety of audiences.
- * Ability to work collaboratively as part of a diverse, high-performing team, leveraging the insights of others to optimize solutions; able to demonstrate skills managing across teams, functions and business areas.
- * Strong interpersonal skills, political acumen and demonstrated capability to gain the respect of others, influence people of varying levels of authority in multiple organizations, and elicit cooperation without direct authority.
- * Strong customer focus: makes customer needs a priority, practices active listening and engages

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collaboratively with a broad constituency.

* Expertise in financial and institutional systems, databases, data extraction methods, and report presentation.

* Strong data skills: the ability to navigate through, extract insights from and manipulate large data sets.

* Expert knowledge of financial policies, practices and systems and broad financial, operational, and organizational experience in an academic environment.

* Advanced MS Excel skills; creative and expert use of other MS Office tools (Visio, Powerpoint, Project) to meet deliverable requirements.

Preferred Qualifications

* CPA, MBA or CFA preferred.

* Experience in higher education is a plus.

* Knowledge of UC Berkeley's financial systems, data structures, and methods of report generation or comparable knowledge preferred.

Salary & Benefits

Annual salary is commensurate with experience.

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

[url=https://apptrkr.com/get_redirect.php?id=1668341&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 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

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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=1668341&targetURL=http://www.eeoc.gov/employers/upload/poster.pdf]http://www.eeoc.gov/employers/upload/poster.pdf

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

[url=https://apptrkr.com/get_redirect.php?id=1668341&targetURL=http://policy.ucop.edu/doc/4000376/NondiscriminationPolicy.pdf]http://policy.ucop.edu/doc/4000376/NondiscriminationPolicy.pdf

To apply, visit

[url=https://apptrkr.com/1668341]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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