

Senior Financial Analyst (7710U) 3559  
University of California Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=135923>

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<b>Job Title</b>	Senior Financial Analyst (7710U) 3559
<b>Department</b>	
<b>Institution</b>	University of California Berkeley Berkeley, California
<b>Date Posted</b>	Jan. 8, 2020
<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 Finance/Investment Management
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**Job Description**

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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 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

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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 [\[url=https://apptrkr.com/get\\_redirect.php?id=1763529&targetURL=https://strategicplan.berkeley.edu/guiding-values-and-principles/\]](https://apptrkr.com/get_redirect.php?id=1763529&targetURL=https://strategicplan.berkeley.edu/guiding-values-and-principles/)Guiding Values and Principles, our [\[url=https://apptrkr.com/get\\_redirect.php?id=1763529&targetURL=https://diversity.berkeley.edu/principles-community\]](https://apptrkr.com/get_redirect.php?id=1763529&targetURL=https://diversity.berkeley.edu/principles-community)Principles of Community, and [\[url=https://apptrkr.com/get\\_redirect.php?id=1763529&targetURL=https://strategicplan.berkeley.edu/guiding-values-and-principles/\]](https://apptrkr.com/get_redirect.php?id=1763529&targetURL=https://strategicplan.berkeley.edu/guiding-values-and-principles/)our Strategic Plan.

### Application Review Date

The First Review Date for this job is: January 20, 2020

### Departmental Overview

UC Berkeley Extension is the continuing education branch of the University of California, Berkeley. Extension offers more than 2,000 courses per year in a variety of subjects both online and in the classroom. Extension's administrative departments and units include student records (transcripts), registration, scheduling, international student services, facilities, financial services, and the cashier's office. In addition to the main Berkeley center, it has responsibility for the maintenance and operation of regional centers in San Francisco (Spear Street), and Belmont and other leased facilities in the San Francisco Bay Area.

### Responsibilities

- \* Applies advanced professional concepts to perform complex technical analysis to understand past performance and determine present and future performance and/or resource allocations.
- \* Leads financial planning and analysis function including development of unit level annual budgets, forecasts, and annual reports.

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- \* Oversees financial planning and reporting function working with business and academic units to understand reporting needs and partner with IT to develop and deliver new financial reports.
- \* Assists academic and administrative department heads in interpreting financial information critical to program success.
- \* Reviews annual budget submissions for all departments providing input and expert analysis.
- \* Regularly reviews YTD data flagging inconsistencies or unexpected results to higher level management attention.
- \* Responsible for providing analytical support for highly complex budget, financial, and resource projects dealing directly with major department managers.
- \* Develops complex revenue and expense forecast models for academic programs that inform budgeting and strategic planning.
- \* Produces analytical studies, summary reports, including monthly, quarterly, and by-term Revenue and Expense Summary Reports.
- \* 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.
- \* Develops financial models for proposed academic programs, including programs with campus partners.
- \* Performs financial analysis, including break even, scenario and sensitivity analysis.
- \* Researches and consolidates data from a variety of sources, including existing program metrics and market feasibility studies, to derive financial assumptions.
- \* Makes recommendations regarding financial value and viability of proposals.
- \* Performs highly complex financial or resource research and studies for both internal department and external campus constituents.
- \* Works directly with CFO/COO-level staff to manage finances for programs done in partnership with campus units such as Global Access Programs, concurrent enrollment, and the Fall Program for Freshman.
- \* Develop and implement process for financial execution, tracking and reporting of such programs using assumption in MOUs, agreements and pro forma.

### Required Qualifications

- \* Has advanced knowledge of finance policies, practices and systems.
- \* Demonstrated experience identifying and analyzing information from a variety of sources.
- \* Requires ability to present complex finance related information in a clear and concise manner, both in

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writing and verbally.

\* Must be skilled in use of Microsoft Office (advanced Excel skills), web-based reporting tools such as SQL Reporting Services, and common desktop/web applications.

#### Education/Training:

\* Advanced degree in related area and/or equivalent experience/training.

#### Preferred Qualifications

\* Professional certification 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:

[url=https://apptrkr.com/get\_redirect.php?id=1763529&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

The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified

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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=1763529&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=1763529&targetURL=http://policy.ucop.edu/doc/4000376/Nondis

To apply, visit

[url=https://apptrkr.com/1763529]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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