

Senior Financial Analyst (7710U) - 7234
University of California Berkeley

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Posted Mar. 30, 2020, removed Jun. 26, 2020

Job Title	Senior Financial Analyst (7710U) - 7234
Department	
Institution	University of California Berkeley Berkeley, California
Date Posted	Mar. 30, 2020
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Finance/Investment Management
Apply Online Here	https://apptrkr.com/1884864

Apply By Email

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 founding in 1868, Berkeley has fueled a perpetual renaissance, generating unparalleled intellectual,

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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 [\[url=https://apptrkr.com/get_redirect.php?id=1884864&targetURL=https://strategicplan.berkeley.edu/guiding-values-and-principles/\]](https://apptrkr.com/get_redirect.php?id=1884864&targetURL=https://strategicplan.berkeley.edu/guiding-values-and-principles/)Guiding Values and Principles, our [\[url=https://apptrkr.com/get_redirect.php?id=1884864&targetURL=https://diversity.berkeley.edu/principles-community\]](https://apptrkr.com/get_redirect.php?id=1884864&targetURL=https://diversity.berkeley.edu/principles-community)Principles of Community, and [\[url=https://apptrkr.com/get_redirect.php?id=1884864&targetURL=https://strategicplan.berkeley.edu/\]](https://apptrkr.com/get_redirect.php?id=1884864&targetURL=https://strategicplan.berkeley.edu/)our Strategic Plan[\[url=https://apptrkr.com/get_redirect.php?id=1884864&targetURL=https://strategicplan.berkeley.edu\]](https://apptrkr.com/get_redirect.php?id=1884864&targetURL=https://strategicplan.berkeley.edu).

Application Review Date

The First Review Date for this job is: April 9, 2020

Departmental Overview

DIVISION OF STUDENT AFFAIRS:

The Division of Student Affairs at UC Berkeley is the gateway to all aspects of the student experience. From recruiting and enrolling; to feeding and housing; to leadership and development opportunities we put Berkeley's students first. We pride ourselves on our culture of care and the services we provide to students throughout their university journey. Our commitment to access, service, and engagement is helping to shape the lives of tomorrow's leaders.

STUDENT AFFAIRS FINANCE:

The mission of Student Affairs Finance is to provide accurate and timely analysis and support that clients can trust. Our value added services are forged through strategic partnerships that empower our clients in their decision making to enhance the student experience. Student Affairs has recently reorganized its Finance Department and has openings for one contract Financial Analyst. The incumbents will be a member of the Finance team and will be instrumental in the implementation of a

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new finance organization and finance model for Student Affairs.

We are looking for staff who embody our aspirational culture to create a great workplace where staff trust the people they work with, take pride in what they do, and feel a sense of community in support of the student experience.

Responsibilities

Financial Analysis and Reporting:

- * Performs highly complex financial or resource research and studies for both internal department and external campus constituents.
- * Creates/Develops/employs professional detailed reporting procedures and templates to create reports for the Financial Planning & Analysis team, 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 VC, CFO, AVC, Directors, and other senior managers.
- * 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 assigned client group's Strategic Financial Analyst and the unit's management team 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 Chief Financial Officer 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 analyses to understand past performance and determine present and future performance and/or resource allocations.
- * Develop 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 chart of accounts or other data management tools, and related business processes.
- * Perform hierarchy maintenance involving the organizational department hierarchy.

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Oversight of Financial Processes:

- * Directs, initiates, designs and provides analytical studies, summary reports and background materials for campus or department administration 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.
- * financial functions for assigned client groups by providing support and consultation to CFO, AVC, directors, senior managers, supervisors and support staff on financial matters such as:
 - * Analytical decision support for complex budget, financial, or resource analysis projects. Provide and explain financial information and guidance effectively to all levels of management. Review financial performance, actuals and metrics on a monthly basis and review with business partners. Communicate with internal and external colleagues and business partners in a professional manner. Assist in the development, implementation or update of financial and operational information systems to meet or enhance current reporting needs. Drive the annual close process for respective areas of responsibility, working with finance colleagues and business partners. On a regular basis, complete fund balance clean up, payroll expense corrections (PETs), position cleanup, encumbrance, clearing. Support ad hoc projects/requests from campus budget office, business partners, audit, UCOP, and Student Affairs senior leadership. Analysts are also frequently required to support or participate on division/campus work groups, boards, and committees across the Campus. Ensure Key Divisional Controls are in place and verified. Responsible for ServiceNow HR/Payroll action approval system workflow. Conducts individual training sessions and/or provides individual consultation regarding unit level financial controls.

Research and Analysis:

- * Performs highly complex financial or resource research and studies for a variety of internal department constituents 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.
- * Performs complex financial and/or resource research for business partners on ad hoc projects and/or analytical requests impacting core missions of the division.
- * Provides department support in the areas of business process analysis and design, system or procedure testing and implementation, documentation, security, workflow, and customer feedback.
- * Establish and facilitate process development and performs ongoing review of planning and reporting process to evaluate effectiveness and make recommendations for improvements
- * Gathers, analyzes, prepares and summarizes recommendations for financial and/or resource plans,

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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.
- * Leads a less-experienced financial analyst to provide transactional support that includes financial report generation and journal entry preparation for monthly/quarterly/annual close activities.

Professional Development:

- * 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 to enhance job expertise.

IIPP Statement:

- * Works in a safe and responsible manner while not putting self or others at risk. This includes complying with applicable policies and regulations; using personal safety gear; observing warning signs; learning about potential hazards; and reporting unsafe conditions.

Required Qualifications

- * Has advanced 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 verbally and in writing.
- * Must be proficient in use of Microsoft Office and common desktop/web applications.
- * Must have demonstrated knowledge of or ability to quickly learn Campus (Oracle based) budget planning, accounting and financial reporting systems (BFS, CalPlanning, CalAnswers, UCPATH, Journal Entry Workflow) and any related inquiry and report generation functions.
- * Demonstrated ability to produce graphic budget and financial presentations, high quality handouts, other financial summaries and/or reports, and metrics that help frame the state of the dining, conferences, restaurants, retail outlets, and catering.
- * High level competency with a broad range of software programs and demonstrated ability to learn new packages within a short time-frame.
- * Strong organizational, analytical, interpersonal and problem solving skills.
- * Flexibility in adjusting priorities and managing multiple projects.
- * Strong customer service skills, capability to interact with diverse groups and/or individuals at all levels within the organization.
- * Ability to handle confidential matters and interact with tact and diplomacy.

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Education/Training:

- * BA/BS in Finance, Accounting, Business or related and/or equivalent experience/training required.
- * 3-5 years of direct, progress growth in financial planning and analysis experience required.
- * In order to enhance job expertise, each employee will own their professional development (PD) plan. PD can include participation in training, such as attending classes, system-wide or campus training, project specific assignments, or serving on departmental or campus-wide committees.
- * Supervisor approval is required for any PD that takes place during work hours or requires university paid expenses.
- * Must have advanced computer skills that include, but are not limited to, Microsoft Office Suite of Products, ERP, Database Tools, Excel Skills that include pivot tables, vLookups, hLookups.
- * Strong interpersonal skills, service orientation, active listening, critical thinking, ability to multitask effectively in a high volume environment, and organization skills.

Preferred Qualifications

- * Advanced degree (MBA), and/or equivalent experience/training in finance.
- * Professional certification in related field.
- * Experience using UC Berkeley Financial tools.

Salary & Benefits

This is a career, 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=1884864&targetURL=https://ucnet.universityofcalifornia.edu/compensation-and-benefits/index.html]https://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

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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=1884864&targetURL=https://www.eeoc.gov/employers/upload/po

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

[url=https://apptrkr.com/get_redirect.php?id=1884864&targetURL=http://policy.ucop.edu/doc/4000376/Nondis

To apply, visit

[url=https://apptrkr.com/1884864]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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