

Financial Analyst (7708U), Berkeley Law - 66718
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=233620>

Downloaded On: Jun. 21, 2024 10:03pm

Posted Mar. 28, 2024, set to expire Jun. 30, 2024

Job Title	Financial Analyst (7708U), Berkeley Law - 66718
Department	
Institution	University of California, Berkeley Berkeley, California
Date Posted	Mar. 28, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Fiscal Services
Apply Online Here	https://apptrkr.com/5135606

Apply By Email

Job Description

Image not found or type unknown



Financial Analyst (7708U), Berkeley Law - 66718

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

Financial Analyst (7708U), Berkeley Law - 66718 University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=233620>

Downloaded On: Jun. 21, 2024 10:03pm

Posted Mar. 28, 2024, set to expire Jun. 30, 2024

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, 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 [Guiding Values and Principles](#), our [Principles of Community](#), and our [Strategic Plan](#).

At UC Berkeley, we believe that learning is a fundamental part of working, and our goal is for everyone on the Berkeley campus to feel supported and equipped to realize their full potential. We actively support this by providing all of our staff employees with at least 80 hours (10 days) of paid time per year to engage in professional development activities. To find out more about how you can grow your career at UC Berkeley, visit grow.berkeley.edu.

Departmental Overview

UC Berkeley's School of Law is one of the nation's great centers for legal education, ever exploring and pushing new intellectual boundaries while tackling urgent, real-world issues. The law school is also known for its vibrant and engaged community of students and scholars who are committed to providing leadership and making a difference on problems of local, national and global import. Currently ranked among the top law schools in the country, the School of Law has ambitious development goals as it looks to continue producing leaders in law, government, and society.

Berkeley Law is a division with an annual operating budget in excess of \$120 million in more than 500 funds of all types (central, student fees, self-supporting program revenues, contracts and grants, gifts, endowments, and other revenues) and roughly over 30 orgs. In addition to carrying out its core teaching mission, Berkeley Law houses 16 multidisciplinary research centers, with approximately \$25 million in funding (primarily private foundation contracts and grants with a small share of federal research funding), where faculty, researchers and students analyze causes and build consensus for effective solutions to wide-ranging challenges facing society.

Financial Analyst (7708U), Berkeley Law - 66718
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=233620>

Downloaded On: Jun. 21, 2024 10:03pm

Posted Mar. 28, 2024, set to expire Jun. 30, 2024

The Financial Analyst is responsible for providing analytical and financial support for all areas of Law School operations, with a particular focus on research centers or other unit level entities and their fiscal activity. In this environment, the Financial Analyst has primary responsibility for providing analytical and financial support to center Executive Directors, relevant faculty or other staff associates, and the CFO in all fiscal dimensions of center or unit level operations including: budgets, contract and grant fund administration, financial oversight to ensure ledger integrity and policy compliance, conducting financial analyses to support center and Berkeley Law strategic planning and for developing robust management information systems and reporting for the centers, and other budgeting, financial or strategic tasks as assigned. These responsibilities require sound analytical, problem solving, data management and communication skills.

Application Review Date

The First Review Date for this job is: April 9, 2024

Responsibilities

- Assists reimbursement team process reimbursements as and when needed.
- Process BlueCard and EPC transactions.
- Runs reports for business services.
- Applies professional concepts to perform basic financial or resource analysis to understand past performance and determine present and future performance and/or resource allocations.
- Under general supervision, provides analytical support for simple to moderate budget, financial, or resource analysis projects.
- Runs reports for business services. Assist reimbursement team process reimbursements as and when needed.
- Processes BlueCard and EPC transactions.
- Prepares basic financial and resource reports and/or analysis for internal department constituents.
- Examples include periodic financial reports, staff/faculty salary budgets, gifts, endowments, or user fees.
- Implements unit budget allocations and maintains department chart of accounts, and related business processes.
- Gathers and analyzes financial and/or resource data; prepares and summarizes information and/or recommendations.
- Generates ad hoc reports as needed.
- Engages in professional development and training opportunities as needed.
- Performs additional duties as assigned.

Financial Analyst (7708U), Berkeley Law - 66718
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=233620>

Downloaded On: Jun. 21, 2024 10:03pm

Posted Mar. 28, 2024, set to expire Jun. 30, 2024

Required Qualifications

- Knowledge of finance policies, practices, and financial systems.
- Experience working with a database.
- Ability to gather, organize, and perform basic financial analysis assignments.
- Strong communications skills.
- Demonstrated ability to effectively present information verbally and in writing in a clear and concise manner.
- Strong computer skills, including proficiency with Microsoft Office, Google Suite, and common desktop/web applications.
- Must be able to learn new computer programs and software systems.
- Demonstrated ability using spreadsheet and database software for moderately complex financial analysis, fiscal management, and financial reports.
- Excellent customer orientation and interpersonal skills; ability to work well as a member of a team.
- Strong organizational skills and ability to multi-task and meet demanding deadlines in a high-volume environment.
- Strong attention to detail; ability to work with a high degree of accuracy.
- Ability to adapt to changing priorities while maintaining focus on overall group goals.
- Ability to learn Berkeley's financial systems and associated data structures.
- Ability to learn internal control practices and their impact on protecting University resources.
- Ability to perform ad hoc querying - utilize common data mining tools to develop custom queries to extract required data from data warehouse.
- Must possess strong technical skills in Excel and other MS Office tools, such as PowerPoint.
- Demonstrated commitment to and understanding of diversity, equity, inclusion, and belonging (DEIB), and ability to apply and integrate core concepts of DEIB into everyday practice.
- Must be 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.
- Must demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present in our community.

Education/Training:

- Bachelor's degree in Finance, Economics, Accounting or a related area and / or equivalent experience / training.

Financial Analyst (7708U), Berkeley Law - 66718
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=233620>

Downloaded On: Jun. 21, 2024 10:03pm

Posted Mar. 28, 2024, set to expire Jun. 30, 2024

Salary & Benefits

For information on the comprehensive benefits package offered by the University, please visit the University of California's [Compensation & Benefits](#) website.

Under California law, the University of California, Berkeley is required to provide a reasonable estimate of the compensation range for this role and should not offer a salary outside of the range posted in this job announcement. This range takes into account the wide range of factors that are considered in making compensation decisions including but not limited to experience, skills, knowledge, abilities, education, licensure and certifications, analysis of internal equity, and other business and organizational needs. It is not typical for an individual to be offered a salary at or near the top of the range for a position. Salary offers are determined based on final candidate qualifications and experience.

The budgeted salary or hourly range that the University reasonably expects to pay for this position is \$33.95 - \$40.30.

- This is a 100%, full-time (40 hours per week), career position that is eligible for full UC benefits.
- This position is non-exempt and paid bi-weekly.
- This is a hybrid position, eligible for up to 20% remote capability.

How to Apply

To apply, please submit your resume and cover letter.

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 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

Financial Analyst (7708U), Berkeley Law - 66718
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=233620>

Downloaded On: Jun. 21, 2024 10:03pm

Posted Mar. 28, 2024, set to expire Jun. 30, 2024

about your rights as an applicant, please see [the U.S. Equal Employment Opportunity Commission](#) poster.

For the complete University of California nondiscrimination and affirmative action policy, please see the University of California [Discrimination, Harassment, and Affirmative Action in the Workplace](#) policy.

To apply, visit

https://careerspub.universityofcalifornia.edu/psp/ucb/EMPLOYEE/HRMS/c/HRS_HRAM.HRS_APP_SCH

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

,