

Finance Director (0218U) - 68837  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=238694>

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Posted Jul. 23, 2024, set to expire Nov. 3, 2024

<b>Job Title</b>	Finance Director (0218U) - 68837
<b>Department</b>	Integrative Biology and Molecular and Cell Biology
<b>Institution</b>	University of California, Berkeley Berkeley, California
<b>Date Posted</b>	Jul. 23, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Director/Manager
<b>Academic Field(s)</b>	Fiscal Services Finance/Investment Management
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**Job Description**

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**Finance Director (0218U) - 68837**

**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,

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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, 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](http://grow.berkeley.edu).

## Departmental Overview

The Departments of Integrative Biology (IB) and Molecular and Cell Biology (MCB) together are among the largest academic departments at UC Berkeley. By several measures (including number of faculty and students, budget, and assigned square feet), these departments are larger than many UCB colleges and schools. The two departments represent over 186 faculty FTE (including Adjuncts, Professors of the Graduate School, active emeriti and 15 HHMI professors); 77 Researchers and Specialists; 150 post-doctoral researchers; 375 graduate students; 80 department staff members; and total state and extramural payroll of approximately 1000 (including Graduate Student Instructors, Graduate Student Researchers and research staff). Financial resources include approximately \$51M in annual extramural funding (which accounts for over half of the total sponsored research awards in the College of Letters & Science) and over \$46M other fund sources. The department has 1,800 declared undergraduate majors (the largest majors on the Berkeley campus) and a total annual enrollment in classes of ~20,000. Department personnel are currently housed in eight buildings located in three widely separated parts of the campus.

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## Position Summary

Involves the processing and servicing of a variety of operational, personnel, and financial transactions and services. Includes cashiering, payroll, accounts receivable, accounts payable, purchasing, recharge billing, travel/entertainment, gift accounting, collections, data collection and data entry, analysis, review and control, customer servicing, and reporting.

## Application Review Date

The First Review Date for this job is: 05/22/2024.

## Responsibilities

Working with the Director, the position is responsible for overseeing the financial administration for both the 1B and MCB departmental fund types including permanent budget, discretionary funds, recharge units, and training grants. Regularly analyzes a variety of financial systems, procedures, and reports in response to changes in program, policy, or funding. Analyzes annual and multi-year budget reports for departmental operating budgets and assists in making projections. Identifies current and anticipated problems, develops solutions, recommends actions, and implements decisions. Formulates strategic plans to fully utilize current resources, obtain new resources when appropriate, and respond to either budget reductions or allocation of new funds.

- Works closely with the Director and senior managers to anticipate short-term and long-range planning for equipment and facility needs. Plans and responds to changes in federal, state, and UC policies, procedures and systems and to campus and department priorities. Determines most effective strategies to respond to either budget reductions or allocation of new funds. Monitors spending to prevent cost overrun.
- Monitors business processes and practices and initiates discussions with the Director and campus Controller's office to ensure compliance with regulatory programs and agencies.
- Monitors business and financial administrative services provided by BRS (including procurement, travel and entertainment processing and pre- and post-research administration) serving in a coordinative role to ensure smooth handoff and delivery of service between BRS and department faculty, managers, staff and students
- Provides reports and responds to requests for data from Director's Office, the Divisional Dean, the College of Letters and Science, and other campus units (e.g., Vice Chancellor's Office, UCOP or campus). Responsible for ensuring that information provided is timely, complete, coherent and accurate.
- Works with BRS managers to ensure that MCB faculty located in Stanley Hall receive appropriate

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and coordinated split support services between BRS and MCB.

Assumes responsibility for staffing, budgets, costs, productivity and human resource related activities pertaining to assigned staff members. Prepares short- and long-range planning for administrative services operations and improvements to processes.

Develops, recommends, and implements policies and procedures for related financial management and recording. Manages systems and procedures to protect departmental assets. Manages department financial and business services including departmental fund management, extramural fund accounting (training grants), and recharge fund management.

- Works collaboratively with other managers, establishes and maintains an environment that is conducive to creating cohesive and effective processes between and among the accounting, graduate and undergraduate student services, recharge, academic affairs.
- Oversees and performs all management functions, including recruitment, training and coaching, employee development, conflict resolution, and performance management.
- Develops goals and objectives for units in Business Services, provides leadership and training to the staff, plans and implements systems, procedures and services, develops ad-hoc reports and control measures, and deals with a variety of complex and unusual problems. Troubleshoots problems and conflicts; provides additional staff training as required. Ensures that business processes, procedures, service delivery and records management are uniform, consistent and efficient.
- Meets with direct reports on a regular basis to set priorities, discuss issues, develop and implement new procedures, systems and reports. Advises, coaches, and assists staff in carrying out their responsibilities as appropriate.
- Keeps the Director apprised of any issues, problems, or potential problems that could affect staff's ability to fulfill their responsibilities.

Works closely with unit supervisors to oversee the stockroom and receiving functions for IB and MCB. Coordinates with BRS for procurement services provided to ~125 faculty and emeriti labs located in 9 campus buildings and to a large, complex instructional laboratory program. There are a variety of commodities ordered as well as varying types and restrictions on orders. Ensures continuity of service between the department and BRS Procurement services.

- Works closely with the IT Team in financial planning for computer replacement and/or upgrades for both departmental staff and instructional support classrooms.

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Meets all government reporting requirements for related financial activities.

- Represents the department on business affairs to the institution community. Assesses training needs for managers/or supervisors, and other staff in areas such as sound financial practices, new business systems, and use of financial software or other tools that will improve fund management.
- Works with campus Audit and Advisory Services and Controller's Office and participates in the audit process with internal and external auditors. Responds to requests for data and provides explanations for specific applications of department or university policy.

Develops, recommends, and implements policies and procedures for related financial management and recording. Evaluates change to existing financial policy and changing information systems initiated by campus partners and provides recommendations to adjust department policy and procedures.

Participates in professional training and development opportunities as appropriate.

### **Required Qualifications**

- Broad knowledge of financial transactions and financial systems, as well as related policy, accounting, and regulatory compliance requirements.
- Knowledge and understanding of internal control practices and their impact on protecting University resources.
- Strong interpersonal skills and ability to work effectively across the organization at all levels.
- Strong skills in use of spreadsheet and database software.
- Skills include sophisticated service orientation, ability to multi-task effectively in a varied, high volume environment, sound judgment and decision-making, reasoning, ability to develop original ideas to solve problems, and effective verbal and written communication skills.
- Bachelor's degree in related area and/or equivalent experience/training.

### **Salary & Benefits**

This is a 100% full-time (40 hrs a week) exempt career position, which is paid monthly and eligible for UC Benefits.

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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 \$95,300.00 - \$140,000.00.

### How to Apply

- To apply, please submit your resume and cover letter.

### Diversity Statement

Please include, as part of your application a brief (1-2 paragraph) statement on your contributions to diversity, equity, inclusion, and belonging in your professional experience.

Advancing diversity, equity, and inclusion are fundamental to our UC Berkeley Principles of Community, which states that "every member of the UC Berkeley community has a role in sustaining a safe, caring, and humane environment in which these values can thrive."

### Other Information

- This is not a visa opportunity.
- This position is eligible for up to 60% remote work.

### 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, please see the [https://apptrkr.com/get\\_redirect.php?id=5385208&targetURL=U.S. Equal Employment Opportunity Commission](https://apptrkr.com/get_redirect.php?id=5385208&targetURL=U.S. Equal Employment Opportunity Commission) poster.

The [University of California's Affirmative action policy](#).

The [University of California's Anti-Discrimination policy](#).

### Referral Source Info

This job is part of the Employee Referral Program. If a UC Berkeley employee is referring you, please ensure you select the **Referral Source** of "*UCB Employee*". Then enter the employee's **Name** and **Berkeley email** address in the **Specific Referral Source** field. Please enter only one name and email.

To apply, visit

[https://careerspub.universityofcalifornia.edu/psp/ucb/EMPLOYEE/HRMS/c/HRS\\_HRAM.HRS\\_APP\\_SCH](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.

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**Contact**

N/A

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