

**Business Services Administrator (4722C), Disabled
Students Program - 70567
University of California, Berkeley**

Direct Link: <https://www.AcademicKeys.com/r?job=238786>

Downloaded On: Aug. 10, 2024 9:09am

Posted Jul. 30, 2024, set to expire Nov. 4, 2024

Job Title	Business Services Administrator (4722C), Disabled Students Program - 70567
Department	
Institution	University of California, Berkeley Berkeley, California
Date Posted	Jul. 30, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Fiscal Services Facilities/Maintenance/Transportation Graphic Design/Marketing Administrative Support/Services
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Apply By Email

Job Description

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Business Services Administrator (4722C), Disabled Students Program - 70567

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

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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, 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

The Disabled Students' Program promotes an inclusive environment for students with disabilities. We equip disabled students with appropriate accommodations and services to achieve their individual academic goals. We are dedicated to supporting disabled students and collaborating with the campus community to remove barriers to educational access and embrace the University's values of equity and inclusion. We believe that an accessible environment universally benefits everyone.

Position Summary

The Disabled Students Program (DSP) provides various legally mandated services to students with disabilities. DSP consists of approximately 50 FTEs - over a dozen of which are specialized limited

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staff and students represented by many of the campus' bargaining units. The department serves approximately 5,000 students and hires over 400 independent contractors and/or volunteers each semester to provide educational support to this population. The unit has an annual operating budget of 4 million in state and permanent funding, while endowments, gifts, and contracts & grants add to that total. The Business Services Admin works in a challenging and complex environment in that DSP's services to students are legally mandated by federal and state law and therefore must be provided even within an environment of budget cuts and diminishing resources.

Application Review Date

The First Review Date for this job is: 07/10/2024.

Responsibilities

Financial Accounting and Controls

- Functions as a resource on issues such as researching general ledger discrepancies, escalated vendor service problems, staff concerns, and payments.
- Trains department travelers on UC travel and entertainment policies and procedures, providing them with the appropriate tools to prepare and submit accurate travel and entertainment payment and/or reimbursement requests.
- Tracks invoices, records expenditures in the departmental expenditure database, and maintains documentation for departmental expenditure files, as required.
- Reconciles monthly expenses in the general ledgers and researches and resolves overpayments and errors.
- Prepares Interoffice Charges (IOCs) for approval when needed for campus departments providing services and products on a recharge basis.
- Prepares and processes travel, entertainment and/or reimbursement requests, assigns the correct chartstring, and obtains the necessary approval signatures.
- Researches and resolves problems with accounts payable and invoices sent to Disbursements for payment, and records and updates status for each payment.
- Processes check deposits in the campus Cashier Deposit System (CDS); enters awards in the Department Student Aid System (DSAS), SIS Campus Solutions, and records donations in Cal Advancement Data System (CADS).
- Provides financial assistance with accounts payable/receivable and funding entry as required using UCPATH, BearBuy, BFS, and/or CalAnswers, and provides monthly expenditure reports and data entry for supervisor and/or managers upon request.
- Initiates transactions in the UCPATH (payroll/personnel system) including payroll expense

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transfers (Direct Retros), position funding, and position requests to be routed to Business Operations Manager for approval.

- Serves as the first point of contact for Berkeley Regional Services regarding day-to-day transactions, and ensures accurate and necessary information is communicated to BRS staff and entered into appropriate campus systems in an accurate and timely manner.
- Serve as a key member of the department's business office whose job is to ensure financial compliance is well maintained and followed by each DSP service unit.
- Under general supervision, provides analytical support for recurring, simple to moderate finance or payroll projects or reports.

Supply Chain Management

- Initiates all requests for goods or services. Investigates and analyzes product specifications and requirements, including supplier selection to meet buyer/unit needs, determines procurement strategy, processing timeline and if any additional information as needed to complete the procurement process. Identifies and investigates sources of supply for unique goods and services, and makes recommendations, if necessary, while conforming to systemwide or campus master agreements.
- Serves as the primary Requisition Creator in the BearBuy (Procure-to-Pay) System for purchase orders and requisitions and routes to Business Operations Manager for approval.
- Provides support and training to staff in the area of BearBuy purchasing, departmental processing procedures, and University requirements.
- Serves as the backup or primary bluCard holder for the department, recommends purchasing methodologies IAW campus policies, and assists in defining best practices.
- Processes Procurement Card (BluCard) purchases/requests and maintains supporting documentation, as required. Receives and reconciles all procurement card orders and ensures each transaction is verified within 15 days of delivery.
- Keeps abreast of the status of purchases in progress: tracks purchase orders, contacts vendors via emails or phone to follow up on orders, plans delivery dates, receives and tracks all deliveries, reports and resolves problems. Informs requesting staff person of order status and delivery.
- Ensures that all purchase requests are handled in a timely manner and that University and departmental policies and procedures are correctly implemented, keeping abreast of all changes to existing policies and procedures and communicating changes to staff as necessary.
- Establishes and maintains resource information on vendors, supplies, equipment, and service providers.

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Facilities and Maintenance

- Supports and oversees the purchase, maintenance, inventory and distribution of office equipment, furniture and supplies. Train staff on safe and appropriate use of equipment; ensure working order of copy machines, fax machines, telephones, computing equipment and coordinate with IST and Telephone and Network Services on communications hardware and access for unit; maintain equipment and computer inventory; coordinates service requests, shipments of excess equipment or furniture to salvage, and oversee maintenance and operation of office space, requests for telecommunications and computer procurement orders, and assists with the coordination of all office and storage moves.
- Shares responsibility with the Business Operations Manager for the unit's access, safety, key control and inventory, and serves as the primary point of contact for the following key positions:
- Department Safety Coordinator - responsible for documenting and maintaining DSP's Injury & Illness Prevention Program (IIPP) administered by the Office of Environment, Health & Safety.
- Department Equipment Custodian - responsible for maintaining equipment inventory in (BETS) Berkeley Equipment Tracking System and the department's administrative database(s).
- Department Key Controller - responsible for maintaining strict accountability of all metal keys and inventory in locked cabinet and documents in Business Office database.
- Department Computer Workstation Evaluator - responsible for evaluating the department's computer workstations IAW campus workstation design guidelines for all faculty and staff.

Website and Publications

- Ensures the information on the DSP website is accurate, timely, and complete.
- Assists with the design, development, and restructuring of the DSP website to ensure it meets quality-assurance and disability compliance standards.
- Participates in the development and revision of standard operating procedures, applications and forms; makes revisions to DSP web content and publications.
- Serves as the point of contact for any updates to DSP content, handouts, and brochures, and works with section leaders to make revisions, as needed.
- Collects photos for department and maintains in repository for future publications or uploads.
- Uses Adobe creative suite and JAWS to produce accessible documents for publications and web, and adheres to UC Open Berkeley guidelines and protocols.

Special Events and Projects

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- Independently determines, locates, and utilizes resources or contacts for collecting information and expertise.
- Provide assistance in operational coordination and support to the DSP Business Operations Manager on special projects, events, and the development of new or efficient ways to serve and support staff and student functions.
- Provides guidance to supervisors and managers in securing contracts for procuring space, special permits, event planning, coordination and advertisement.
- Makes administrative and logistical arrangements for meetings, conferences, and events involving multiple parties, receiving limited direction. Takes into consideration special room and/or accessibility needs, and coordinates catering and other support services. Sends out invitations as required or requested.
- Handle ad hoc projects such as business process creation, enhancement and documentation or special projects as assigned.
- Documentation and Planning
- Participates in audits of internal records and processes and prepares recommendations for changes as needed.
- Gathers and analyzes financial and other resource data; prepares reports or analyses of operational activities, participates in the evaluation of current and proposed services.
- Documents procedures for financial activities and maintains files for audit purposes.
- Continually updates Business unit How-to manual on workflow procedures.
- Act as primary contact for a broad range of issues, requests, problems, and deadlines related to monthly reporting, recharge activity, financial discrepancies, and customer relations.
- Maintains accounting and procurement files in an organized and professional manner.
- Seeks information to maintain current knowledge of compliance regulations in all areas of finance, administration, and other job-related processes.
- Attend campus seminars to expand knowledge, grow professionally, and learn about best practices across campus.
- Perform other duties as assigned.

Required Qualifications

- Excellent communication skills and ability to interact in a positive manner with campus community, including staff, students, academic personnel, management, and the general public in a multicultural, fast-paced, student-focused environment.
- Demonstrated organizational and analytical skills.
- Excellent attention to details, high level of accuracy, and good math and accounting aptitude.
- Ability to keep sensitive information confidential and exercise political acumen.

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- Ability to research and interpret various policies and procedures.
- Ability to analyze problems, determine and locate sources for obtaining information, offer recommendations, and follow through to final resolve.
- Ability to prioritize work and meet conflicting deadlines; ability to manage multiple tasks simultaneously and produce timely and accurate results.
- Ability to work independently with only general guidance from supervisor.
- Advanced computer knowledge, proficiency, and skills.
- Must function effectively in both a Mac and PC environment and have ability to use multi-user database management programs as well as other campus database systems.
- Must be skilled in software for database management, extremely proficient in the use of Excel, Google sheets and creating spreadsheets, and demonstrate mastery of the Microsoft suite including Word, Outlook, and other productivity applications and productivity tools.
- High school diploma and/or equivalent experience/training.

Preferred Qualifications

- Familiarity with Adobe CC including Acrobat Pro, Publisher, and turnkey web platforms such as WordPress or Drupal.
- Design and creative experience using Photoshop and InDesign.
- Knowledge of and/or can quickly learn UC policies and procedures, generally accepted accounting principles (GAAP), fund accounting, and payroll/personnel administration.
- Knowledge of the legal framework involving accommodations for students with disabilities through state and federal laws and regulations.

Salary & Benefits

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

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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 \$28.44 (Step 1) - \$32.59 (Step 7).

How to Apply

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

Other Information

This position is governed by the terms and conditions in the agreement for the Clerical & Allied Services Unit (CX) between the University of California and Teamsters Local 2010. The current bargaining agreement manual can be found at: <http://ucnet.universityofcalifornia.edu/labor/bargaining-units/cx/index.html>

- This is not a visa opportunity.

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 about your rights as an applicant, please see the https://apptrkr.com/get_redirect.php?id=5385498&targetURL=U.S. Equal Employment Opportunity Commission poster.

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

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

To apply, visit

https://careerspub.universityofcalifornia.edu/psc/ucb/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS.CG_S

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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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