

Financial Analyst (7709U), Research Immediate Office -
70521
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=238846>

Downloaded On: Jul. 27, 2024 12:38pm

Posted Jul. 25, 2024, set to expire Nov. 4, 2024

Job Title Financial Analyst (7709U), Research Immediate Office - 70521

Department

Institution University of California, Berkeley
Berkeley, California

Date Posted Jul. 25, 2024

Application Deadline Open until filled

Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Research/Technical/Laboratory
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.

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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 Office of the Vice Chancellor for Research has overall managerial responsibility for Berkeley's research enterprise. It seeks to maintain a research environment that fosters creativity, collaboration and community. Its specific goals are to provide effective support for campus-wide research efforts; to advocate for research needs and resources; and to maximize the benefits of Berkeley's research to the scholarly community, and to the quality of life in the local community, the state, and the nation. In support of these goals, the Office of the Vice Chancellor for Research: supervises over 50 research units, six museums, and seven field stations; administers the flow of research funding to the Berkeley campus; oversees the compliance of campus research with federal, state and university regulations; facilitates relations between University researchers and private industry for the benefit of society.

Position Summary

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The Financial Analyst 3 oversees the financial activity of a portfolio of Organized Research Units (ORUs), Museums, Field Stations or Research Support Offices. Reporting to the VCRO ORU Finance Director, the Financial Analyst 3 is responsible for the overall budgeting, reporting and financial planning and analysis of the assigned portfolio of units. The Financial Analyst 3 is responsible for maintaining financial compliance, performing timely financial transactions and cultivating customer satisfaction. The Financial Analyst 3 frequently collaborates with colleagues in the VCRO Finance, HR, Development and Immediate Office teams, Berkeley Regional Service regions, and liaises with central campus offices under the Vice Chancellors for Finance, Administration and Development and Alumni Relations.

Application Review Date

The First Review Date for this job is: 07/09/2024.

Responsibilities

- Performs complex financial or resource research and studies for both internal department and external campus constituents.
- Examples include generating, modifying, and conceiving of new financial or other resource reports, analyzing and forecasting budgets, gifts, endowments, or user fees, and making recommendations for maximizing financial or other resource outcomes.
- Responsible for distributing monthly projections and reports to unit directors/managers and cultivating customer satisfaction; performing monthly/quarterly key controls review; budget forecasting that complies with division and campus systems; processing financial transactions that comply with campus, university and external policies and procedures; and assisting units with information for annual reviews.
- Coordinates and implements unit budget allocations.
- Applies professional concepts to perform highly complex analysis to understand past performance and possible trends for future performance and/or resource allocations.
- Responsible for analyzing and forecasting budgets; analyzing the use of restricted gift and endowment funds; communicating and coordinating monthly, quarterly, annual and ad-hoc financial reviews with department director, manager and/or staff; and for meeting all fiscal close procedures and deadlines.
- Plans, formulates and justifies recharge rates and policies for financial viability of each recharge unit.
- Coordinates recharge billing for all recharge services including invoicing external customers and following-up to ensure payment is received.
- Develops innovative resolutions to highly complex recharge and self-supporting operations and

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develops policy recommendations.

- The incumbent will be expected to establish and achieve annual learning objectives for skill-building and professional development.
- Learning opportunities may include self-directed activities (such as recommended reading or participation in online courses) and/or programs, courses and activities assigned by the incumbent's supervisor.
- The incumbent will be expected to share key lessons learned with co-workers at the conclusion of each activity, and to incorporate lessons into work performance.
- Perform other duties as assigned.

Required Qualifications

- Thorough knowledge of finance policies, practices, and systems.
- Ability to independently gather required information to organize, and perform financial analysis assignments.
- Proven ability to effectively present information verbally and in writing in a clear and concise manner.
- Advanced proficiency in using business software programs and systems for complex financial analysis, fiscal management, and financial reports.
- Proven interpersonal skills with peers throughout the organization; strong service orientation and critical thinking skills; and attention to detail.
- Proven ability using organizational skills to multi-task in a high-volume environment.
- Ability to adapt to changing priorities.
- Ability to function as a member of a team.
- Thorough knowledge and understanding of internal control practices and their impact on protecting University resources.
- Bachelor's degree in accounting, business, economics or related field 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.

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

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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 \$90,000.00 - \$100,000.00. The full salary range for this classification is \$77,600 - \$140,400.00.

How to Apply

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

Other Information

- This is not a visa opportunity.
- This position is eligible for up to 100% remote work.

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://apptkr.com/get_redirect.php?id=5385695&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](#).

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

jeid-6cf9d077b111704eb18bcb046160a2aa

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

N/A

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