

Financial Analyst 3 (7709U), Space Sciences Laboratory -
69814
University of California, Berkeley

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

Job Title	Financial Analyst 3 (7709U), Space Sciences Laboratory - 69814
Department	Space Sciences Laboratory
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
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Job Description

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Financial Analyst 3 (7709U), Space Sciences Laboratory - 69814

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

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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 Space Sciences Laboratory (SSL) is an Organized Research Unit (ORU) of the Berkeley campus reporting to the Vice Chancellor for Research. SSL's primary goal is to foster research in space-related sciences and to provide education for the next generation of space scientists. Research at SSL, led by Berkeley faculty and SSL Senior Fellows, focuses on experiments and observations carried out in space as well as theoretical and basic research.

Application Review Date

The First Review Date for this job is: June 14, 2024

Responsibilities

- Applies professional concepts to perform moderate to complex financial or resource analysis to understand past performance and determine present and future performance and resource allocations. This includes using Earned Value Management (EVM) and the FAR.

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- Provides analytical support for complex budget, financial, or resource analysis for spaceflight projects.
- Coordinates and implements contract and grant budget allocations. Conceives of and maintains department chart of accounts, other data management tools, and related business processes.
- Gathers information, analyzes, prepares and summarizes recommendations for financial and resource proposal budgets, including annual resource allocation approaches, FTE, subcontract partners, materials, recharges and miscellaneous expenses, trended future requirements, operating forecasts, which requires a solid knowledge of proposal budget developments and experience with Management Plans. Examples include generating, modifying, and creating of new financial or other resource reports, or analyzing and forecasting contracts, grants, gifts, or user fees.
- Ensures that the appropriate internal controls are addressed, maintained, and strengthened to protect University and project resources.
- Performs complex financial or resource research and spending projections for a variety of SSL projects and Principal Investigators.
- Prepares, reviews, and / or approves financial transactions.
- Coordinates project reviews and travel.

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.
- Proven ability using spreadsheet and database software 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.
- Thorough understanding of GAAP and fund accounting.



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Education / Training Requirements

Bachelor's degree in related area and / or equivalent experience / training.

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 full pay scale for this position is \$77,600.00-\$140,400.00. The budgeted salary or hourly range that the University reasonably expects to pay for this position is \$77,600.00-\$109,000.00.

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

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poster.

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

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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