

Director, Revenue Accounting & Data Analysis (4629U),
Intercollegiate Athletics - 69022
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=238878>

Downloaded On: Aug. 10, 2024 5:20am

Posted Jul. 31, 2024, set to expire Nov. 4, 2024

Job Title	Director, Revenue Accounting & Data Analysis (4629U), Intercollegiate Athletics - 69022
Department	
Institution	University of California, Berkeley Berkeley, California
Date Posted	Jul. 31, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Director/Manager
Academic Field(s)	Athletics and Recreation Services Finance/Investment Management
Apply Online Here	https://apptrkr.com/5385804

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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

Involves the reconciliation, reporting, auditing, and processing of our largest revenue streams - donations and tickets. Works closely with University Relations, as well as Athletics Development, Ticket and Business and Finance Offices to ensure accurate data and reporting. Reviews work processes and streamlines whenever possible. Understands our ticketing and gift systems and serves as a resource to the department on their use. Manages and analyzes data where possible to inform CFO and external leadership team about collections, business revenue opportunities, and expense reduction possibilities. Works in the areas of cashiering, accounts receivable, collections, data collection and data entry, analysis, review and control, customer servicing, reconciling and reporting. Supports coaches and sports administration team with player development initiatives with an emphasis in tracking, evaluating, and assessing student-athlete performance metrics. Works closely with the Cameron Institute team as well as Medical (Athletic Training, Strength & Conditioning) to oversee the development and implementation of student-athlete evaluation measures and individualized training

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plans.

Application Review Date

The First Review Date for this job is: Tuesday, June 4, 2024

Responsibilities

- Applies financial services concepts (i.e., accounting, accounts receivable, collections and billing), to reconcile department revenue streams and resolve issues.
- Ensures that financial processing functions which may include Accounts Receivable, Cashiering and Collections are performed with accuracy and that daily operations run smoothly.
- Assesses, recommends, and implements changes as needed to ensure financial processes maintain compliance with federal and state and NCAA requirements and internal financial/audit policies.
- Recommends based on analysis performed by employee.
- Analyzes and reports on donation and ticket revenues.
- Works on complicated fundraising
- Creates summaries and proposals relative to a diverse range of topics to include new financial procedures and/or services, changes in legal regulations, tax implications, etc.
- Maintains a high level of customer service.
- Works closely with major donors and other campus departments.
- Analyzes, documents, and recommends changes of procedures for systems setup and
- May recommend policy changes.
- Manages internal data warehouse and produces data-driven insights and recommendations to support staff on business and sports-performance decisions.
- Completes other duties, including professional development.

Required Qualifications

- Advanced knowledge of financial or accounting concepts, policies and procedures, as well as related accounting and regulatory compliance requirements.
- Advanced knowledge of organization and systemwide financial processes and procedures.
- Advanced skills in the use of spreadsheet and database software.
- Analytical skills sufficient to develop and implement financial data management and reporting systems.
- Strong interpersonal skills and ability to work effectively across the organization at all levels.

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- Skills in project management, leadership, and process re-design.
- Advanced knowledge and understanding of internal control practices and their impact on protecting University resources.
- Advanced leadership skills to provide guidance, coaching and mentoring to professional and support staff.
- Service orientation; ability to multi-task effectively in a varied, high volume environment; sound judgment and decision making; critical thinking; creative problem solving; and effective verbal and written communication skills.

Education/Training:

- 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 budgeted salary or hourly range that the University reasonably expects to pay for this position is \$85,800.00 - \$95,000.00.

- This is a 100%, full-time (40 hours per week), career position that is eligible for full UC benefits.
- This position is exempt and paid monthly.

How to Apply



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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.

Mandated Reporter

This position has been identified as a Mandated Reporter required to report the observed or suspected abuse or neglect of children, dependent adults, or elders to designated law enforcement or social service agencies. We reserve the right to make employment contingent upon completion of signed statements acknowledging the responsibilities of a Mandated Reporter.

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](#) 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.



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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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