

Accounts Payable Analyst 3 (4628U), Disbursements
Office - 71135
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=242522>

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Posted Aug. 1, 2024, set to expire Nov. 28, 2024

Job Title	Accounts Payable Analyst 3 (4628U), Disbursements Office - 71135
Department	Accounts Payable
Institution	University of California, Berkeley Berkeley, California
Date Posted	Aug. 1, 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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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 Accounts Payable department has campus-wide responsibility for Accounts Payable support, reconciliation, analysis, and problem solving. Accounts Payable is responsible for providing systems, policies, procedures, and training to facilitate the processing of payables transactions including vendor invoices, T&E reimbursements, leases, wire transfers, student awards and refunds. Total annual disbursements are in excess of \$1 billion.

Under the direction of the Accounts Payable Manager, the Accounts Payable Analyst assists in the processing and servicing of a variety of operational, personnel, and financial transactions and services. Includes cashiering, payroll, accounts receivable, accounts payable, collections, data collection and data entry, analysis, review and control, customer servicing, and reporting.

This position requires an experienced financial service professional, with a thorough understanding of financial processes and procedures, who must exercise good judgment in resolving issues regarding sales and use tax accruals and reporting.

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Application Review Date

The First Review Date for this job is: 08/08/2024.

Responsibilities

- Applies financial services concepts (i.e., accounting, accounts receivable, accounts payable, purchasing, collections and billing), to resolve issues, and prepare business process procedures and policy recommendations. Responsible for providing reports and analyses for varied and complex budgetary, financial and resource projects.
- Under general supervision, researches and gathers information from a variety of sources; prepares and summarize information and reports relative to new services, regulatory compliance issues and/or vendor selection and support activities.
- Assesses and recommends to management changes as needed to ensure financial processes maintain compliance with federal and state requirements and internal financial / audit policies.
- Delivers quality customer service to various constituencies to include internal department clients and external vendors.
- Audits supplier records and analyses to include summaries of financial transactions, evaluation of current and proposed services, etc., for management review and decision-making.
- Functions as a resource to support staff on issues such as researching complex financial discrepancies, escalated customer service problems and vendor concerns.
- Assesses and recommends to management changes as needed to ensure financial processes maintain compliance with federal and state requirements and internal financial / audit policies. Applies a wide variety of internal and external policies and regulations to address a range of issues such as regulatory compliance, tax implications, recovery of cash, risk management, and the organized implementation of a diverse range of financial services for students and departments.
- Documents procedures for financial activities.
- Participates in moderately complex audits of processes and recommends changes to processes.
- Ensures that the appropriate internal controls are addressed, maintained and strengthened to protect University resources.
- Interprets related policies and advises customers accordingly.

Required Qualifications

- Thorough knowledge of financial processes, policies and procedures.
- Thorough knowledge of financial data management and reporting systems.

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- Strong proficiency in the use of spreadsheet and database software.
- Strong interpersonal skills, analytical skills, service orientation, active listening, critical thinking, attention to detail, ability to multi-task in a high-volume environment, organizational skills, effective verbal and written communication skills, sound judgment and decision making; ability to develop original ideas to solve problems.
- Ability to function effectively as a member of a team.
- Ability to adapt to changing priorities.
- Thorough knowledge and understanding of and/or ability to quickly learn internal control practices and their impact on protecting University resources.
- Leadership skills to provide guidance, coaching and mentoring to professional and support staff.

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 \$80,000.00 - \$95,000.00. This position is exempt, paid monthly.
- This is a full-time, Career position.
- This position is eligible for full UC Benefits.
- This position is remote friendly, eligible for 100% remote capacity within the United States.



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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.

Other Information

This position is not eligible for visa sponsorship.

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.

For the complete University of California nondiscrimination and affirmative action policy, please see the University of California [Discrimination, Harassment, and Affirmative Action in the Workplace](#) 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



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applying for or inquiring about this job announcement.

Contact

N/A

University of California, Berkeley

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