

Senior Associate Athletics Director, Chief Financial Officer
(06564U) Intercollegiate Athletics 710
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=242564>

Downloaded On: Aug. 10, 2024 7:18am

Posted Aug. 2, 2024, set to expire Nov. 28, 2024

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| Job Title | Senior Associate Athletics Director, Chief Financial Officer (06564U) Intercollegiate Athletics 710 |
| Department | |
| Institution | University of California, Berkeley Berkeley, California |
| Date Posted | Aug. 2, 2024 |
| Application Deadline | Open until filled |
| Position Start Date | Available immediately |
| Job Categories | Professional Staff Associate/Assistant Director |
| Academic Field(s) | Finance/Investment Management Athletics and Recreation Services |
| Apply Online Here | https://apptrkr.com/5480858 |

Apply By Email

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.

#TA-TH

Departmental Overview

The Department of Intercollegiate Athletics consists of more than 275 staff members and coaches; we sponsor 30 varsity sports programs. These 30 programs include more than 850 student-athletes who participate in our sports programs annually within the National Collegiate Athletics Association (NCAA). The Chief Financial Officer, reports into the Athletic Director and is a member of the Intercollegiate Athletics Director's Cabinet. Chiefly responsible for providing financial leadership to Intercollegiate Athletics, oversees all administrative departmental functions and serves as a c-suite liaison to multiple campus partners (Legal, UAB, CAPRA, Chancellor's Office), as well as the department lead for various Department and Campus initiatives (outside consultants, peer reviews. etc.).

Application Review Date

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The minimum posting duration of this position is 14 calendar days. The department will not initiate the application review process before August 1, 2024

Responsibilities

Athletics is one of the most visible units on campus and many of the university's stakeholders (internal and external) are particularly interested in Athletics' financial condition and how its financial performance impacts the university.

This position involves developing, interpreting, and implementing financial concepts for financial planning, resource planning (dollars), and control of the Department's budget. Analyzes and prepares recommendations for financial plans, including annual resource allocations, future requirements, and operating forecasts. It serves as a Senior Advisor to the Athletic Director and holds liaison responsibilities with the Chancellor's Office, Legal Affairs, and the Office of the President and Regents with direct oversight for the unit's Business & Finance and Human Resources units.

- Directs the operational aspects of intercollegiate programs including administration, staff, organization, facilities, systems and policy.
- Has direct oversight and leads Athletics' Business & Finance and Human Resources units - including salary and contracts, expense accounting, revenue accounting, purchasing, reporting, planning and analysis. Makes final decisions on financial operational matters and ensures effective achievement of unit objectives. Responsible for process setting and adherence, upgrading tools and systems as necessary to promote efficiency, accountability, and appropriate cost controls. Primary advisor to the Athletic Director providing strategic advice on all Financial matters.
- Provides financial guidance, information and support to each unit's staff. Sets budget limits for each unit, tracks on a monthly basis the overall financial health of the Department, create and distribute reports where needed and provides feedback on major Department expenditures.
- Serves as the primary advisor to the Athletic Director and Associate Athletic Directors for developing, approving and executing a funding model for all capital projects in Intercollegiate Athletics. Manages all interactions with campus partners related to financing projects.
- Creates canned and ad-hoc reports for the Athletic Director and other Senior staff members to assist in making decisions. Serves as a lead of the Department's finance committee charged with approving/rejecting additional budget requests throughout the fiscal year.
- Works with other external unit professionals to prepare revenue forecasting reports and provide analysis and recommendations to upper management.
- Member of intercollegiate athletics leadership, responsible for advising Athletic Director on key department wide issues, NCAA and Conference governance, and management and administration of athletics department. Works with other external (Development, Athletic

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Communications) professionals and contributes ideas in developing long and short term strategic plans.

- Acts as liaison to the Chancellor's office regarding current department finances as well as short term and long term forecasting, including operating and Payroll costs.
- Acts as a resource to other campus entities (Academic Senate, UAB, CAPRA, etc.) and serves as department lead on various initiatives (consulting groups, peer reviews, etc.).
- Employee works directly with agents of Revenue Sport Head Coaches to negotiate and reach agreement on employment contracts. In collaboration with the Senior Woman Administrator (SWA), the employee manages all contract negotiations with Olympic Sports coaches.

Required Qualifications

- Extensive knowledge of financial policies, practices and systems; budgeting and reporting techniques; fund accounting; long range planning; human resource planning; accounting and bookkeeping; external financing, cash flow operations; and strategic planning methods and techniques.
- Strong leadership abilities and interpersonal skills to work effectively with a diverse client and high level management group.
- Must have the ability to develop and/or distill complex financial, operational or strategic analyses into easily understandable products and actionable recommendations.
- Demonstrated interpersonal skills and ability to work effectively across the organization at all levels; ability to interact with diverse populations.
- Position requires exceptional political sensitivity and interpersonal skills and ability to enable the incumbent to work effectively across and outside the organization at all levels in a collaborative manner.
- Advanced knowledge of the intercollegiate athletics function and areas of operations.
- Must maintain current knowledge of applicable rules and standards of the affiliated athletic conference, the National Collegiate Athletic Association (NCAA) or National Association of Intercollegiate Athletics (NAIA), as well as other associations and agencies to which the campus adheres, and, at all times avoid any and all violations of these rules and standards.
- Ability to present programs and teams to the media in a positive manner.
- 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.



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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 range that the University reasonably expects to pay for this position is \$160,000 - \$200,000.

- 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

To apply, please submit your resume and cover letter.

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.

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



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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](#).

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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