

Senior Associate, Finance and Reporting (7709U), Center
for Effective Global Action - 71542
University of California, Berkeley

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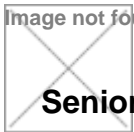
Posted Aug. 13, 2024, set to expire Dec. 10, 2024

Job Title	Senior Associate, Finance and Reporting (7709U), Center for Effective Global Action - 71542
Department	
Institution	University of California, Berkeley Berkeley, California
Date Posted	Aug. 13, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Finance/Investment Management
Apply Online Here	https://apptrkr.com/5513360

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.

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 Center for Effective Global Action ([CEGA](#)) is a hub for research, training and innovation headquartered at the University of California, Berkeley. We generate insights that decision-makers can use to improve policies, programs, and people's lives. Our best-in-class academic network includes nearly 200 faculty, 80 scholars from low- and middle-income countries (LMICs)-primarily from East and West Africa-and hundreds of graduate students from diverse academic disciplines who produce rigorous evidence about what works to expand education, health, and economic opportunities for people living in poverty. Our business model involves curating policy-relevant research agendas in collaboration with development leaders, overseeing competitive grant-making to answer critical questions, investing in research capacity, and strategically connecting research and ideas to inform decision-making by governments, NGOs, and the private sector.

CEGA values diversity and seeks to include people from under-represented groups on our team. Read our [values statement](#).

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Position Summary

The Center for Effective Global Action (CEGA) seeks a committed and resourceful full-time Senior Associate to support the administration of CEGA's broad and diverse portfolio of research and training programs. A critical member of the Operations team, the Senior Associate will work across the Center to set up and manage funded research, enhance financial management and information systems across the center, and improve processes for quality assurance, reporting, and knowledge management.

Reporting to the Director of Operations and working closely with the Finance and Reporting Manager (dotted line), CEGA seeks a motivated Senior Associate to support the Center's financial management and operations. The position serves as a critical administrative engine for CEGA research and training programs, including CEGA's new \$75M USAID-funded Promoting Impact and Learning with Cost-Effectiveness Evidence (PILCEE) program. The Senior Associate will actively liaise with UC Berkeley Campus SHARE-the University's finance and administration division-on behalf of CEGA regarding finance, subawards and grants; set up contracts with external partners; support center-wide information systems and reporting; and contribute to operations process improvements. Successful candidates are adept at analyzing complex, often interdependent variables and leveraging a wide range of financial and business practices to streamline CEGA operations.

This is an opportunity for motivated, early-career professionals who are interested in research administration and global development; have a strong desire to use and deepen skills in financial controls, project management, reporting and evaluation, and systems that advance planning and knowledge sharing; and are energized to contribute to the long-term success of a dynamic organization.

Application Review Date

The First Review Date for this job is: 08/20/2024.

Responsibilities

Financial Management and Contract & Grant Administration (50%):

- Liaise with central campus (i.e. SHARE/Sponsored Project Office) and CEGA program staff to (a) disburse funds to researchers/vendors, including setting up subawards, Professional Service Agreements, stipends, consultant appointments, and other payment mechanisms by determining appropriate agreement type; drafting scopes of work, terms/conditions, and deliverables, and managing associated paperwork, (b) proactively monitoring disbursement invoicing and spending

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and communicating with CEGA program teams and vendors on status, (c) support development of complex, multi-year budgets, (d) set up new contracts, grants, and gifts to CEGA in internal financial tools. Function as a resource to help faculty, colleagues, post docs, graduate students, and external vendors successfully engage with campus administration (SHARE/SPO).

- Support the Finance and Reporting Manager with monthly financial and budget management processes including independently cleaning and analyzing complex financial data, updating financial management tools, reconciling (in the Berkeley Financial System, BFS) and committing expenses, ensuring spending in compliance with funders and university policy.
- Provide analytical support and technical assistance to CEGA colleagues, faculty, graduate students, vendors, and other stakeholders regarding stipends and reimbursements, complex budgeting, financial management, resource analysis, subaward activation, and fund closeouts. Work with Operations colleagues to ensure that all grant funds are spent appropriately and by the end of their performance period.
- Document processes and procedures for complex financial activities. Ensure that appropriate internal controls are addressed, maintained, and strengthened to protect CEGA (and University) resources.

Financial and Business Reporting (40%):

- Leverage various Berkeley systems and databases (i.e. CalAnswers, CADS, BearBuy, BFS, Transcepta, Student Information System, etc.) to independently gather information, analyze, prepare and summarize recommendations for financial and/or resource plans, including annual allocations, future requirements, operating forecasts, sources and uses, etc.
- Produce accurate periodic financial reports and justifications for complex sponsored projects, including federal grants and cooperative agreements.
- Perform complex financial and resource analysis to determine past performance, inform present and future performance and/or resource allocations, and provide recommendations to the Director of Operations and other CEGA stakeholders as appropriate. Examples may include year-end financial reports; financial and business trends over time; supporting development of CEGA resource reports (return on investment reports, quarterly portfolio reviews, program plans, etc.); analyzing and modeling spending on contracts, grants, gifts, and interest/income for current periods and over time; and other budgetary analyses, forecasts, and projections (e.g. employee salary or FTE analysis, student enrollment analysis, fungibility of funds, etc.).
- Suggest new reports or financial/evaluation metrics and develop plans to track them.

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System Administration (10%)

- Support payments for and administration of CEGA's data management tools, and related business processes (e.g. Salesforce, Google Drive, Confluence, Wordpress, and others). Support business process design and analysis, system or procedure testing and implementation, documentation, security, workflow, and process improvement.
- Support CEGA performance management by collecting and monitoring Operations KSAs and KPIs, developing custom fields in Salesforce, auditing Salesforce for data quality, coordinating and implementing mass data uploads/downloads. May support staff trainings on effective use of data platforms.

Center-wide Activities and Special Projects (5%)

- Actively participate in Center-wide activities, including weekly staff meetings, annual staff retreat, major events, maintenance of standard operating procedures, staff recruitment and onboarding, performance management, and other duties as assigned.
- May support administration of CEGA's Faculty Advisory Committee (i.e. scheduling and affiliate nominations).

Required Qualifications

- Bachelor's degree in a related area and/or equivalent experience/training, ideally in business, public administration, economics, mathematics or a related field.
- Minimum two years of relevant professional experience.
- Strong quantitative and Excel skills.
- Relevant experience managing data, finances, developing financial forecasts and reports, preparing budgets.
- Knowledge of finance policies, practices, and systems including Generally Accepted Accounting Principles (GAAP).
- Demonstrated ability to handle multiple projects at once, meet deadlines, and effectively manage your time with little direct supervision.
- Strong service ethic and attention to detail.
- Resourceful, frequently anticipates and solves problems, independently investigating solutions to administrative challenges.
- Agile, adaptable, self-motivated, hard-working, and collaborative.

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- Advanced writing skills with demonstrated ability to precisely, clearly, and proactively communicate.
- Ability to use discretion and maintain confidentiality when necessary.
- Comfortable and adept at working in a diverse and multicultural work environment, with colleagues, partners and policymakers from around the world.
- Comfortable working in and learning computer applications, including MS and Google Suites, Salesforce, Confluence, etc.

Preferred Qualifications

- Salesforce administrator certification.
- Demonstrated love of learning and willingness to innovate and try new things.
- Passionate about global development and the rigorous research that informs it.

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Salary & Benefits

This is a 3yr, full-time (40 hours/week), contract appointment, eligible for UC benefits with the possibility of extension with continued funding. This is a monthly paid, exempt position.

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 that the University reasonably expects to pay for this position is \$80,000.00 - \$90,000.00. [CEGA's compensation model](#).

How to Apply

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

Other Information

- This is not a visa opportunity.

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

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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://apptrkr.com/get_redirect.php?id=5513360&targetURL=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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