

Finance Specialist (7709U) - 72010
University of California, Berkeley

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Posted Aug. 28, 2024, set to expire Dec. 25, 2024

Job Title	Finance Specialist (7709U) - 72010
Department	
Institution	University of California, Berkeley Berkeley, California
Date Posted	Aug. 28, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Finance/Investment Management
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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 transformative opportunity it provides to a large and diverse student body; its public mission and

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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

One of the nation's leading university museums, the University of California, Berkeley Art Museum and Pacific Film Archive (BAMPFA) is a forum for cultural experiences that transform individuals and advance the local, national, and global discourse on art and film. As the premier visual arts venue at America's top public research university, BAMPFA is uniquely dedicated to art and film in equal measure, presenting more than 300 hundred film screenings, dozens of public programs, and more than fifteen exhibitions annually. BAMPFA takes a contemporary and critical perspective on its wide-ranging collections.

Position Summary

The Finance Specialist is a key partner in achieving BAMPFA's mission and vision by maximizing our income mix for the financial health and sustainability of the museum across multiple departments within the organization. This position's role is to be a strong detail-oriented individual contributor who understands museum operations and clearly communicates key findings to stakeholders across the organization. The Finance Specialist brings their interest in both details and big picture concepts to

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communicate financial performance compared to budget, short-term and long-term business performance in their areas of responsibility, and other financial analysis as needed. This position reports to the Senior Manager of Budget & Finance.

Custom Scope

BAMPFA Seeks to hire a Finance Specialist with a focus on grants management, income analysis, fund allocation, and general reporting. The Finance Specialist will support the financial integrity of the organization by managing federal, state, and private funds as well as earned income, endowments, and campus support in accordance with sound accounting principles. The Finance Specialist will report to and work closely with the Senior Manager of Budget and the Business Services Associate and will also work with staff across the organization. The Finance Specialist uses skills as a seasoned, experienced financial service professional with a full understanding of best practices and organizational policies and procedures. This position resolves a wide range of accounting and finance issues across BAMPFA. May serve as back-up for Finance Specialist performing specialized tasks, including payroll, HCM BearBuy, cashiering and purchasing card reconciliation.

Application Review Date

The First Review Date for this job is: 09/09/2024.

Responsibilities

Fund Accounting

Tracks fund actuals and allocates expenses throughout the fiscal year. Reallocates expenses as new funds are presented. Responsible for allocating revenues and expenses in a manner that maximizes resources. Ensures that revenues are appropriately deposited and recorded. Ensures compliance with all regulations, and donor specifications, especially regarding fund allocation and contracts/grants.

Income Management

Oversees the income mix for BAMPFA including earned income, endowments, current use funds, campus support, and grants. Oversees invoicing and ensures payments are received in a timely manner. Ensures income is being funneled into the appropriate fund and tracked accordingly. Distributes income amongst department ID's as needed for fiscal close. Clears fund deficits for fiscal close in a way that maximizes our usage of restricted funding.

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Grant Accounting and Controls

Manages pre-award and post award contract and grant accounting including compliance with regulations, terms and conditions, financial management and reporting. Tracks and ensures proper disbursement and allocation of restricted grant and donation funds. Works closely with the Grants Manager on pre-award, mid-project, final, and cost-share reporting. Works closely with grant funded project PI on allocation and approval of appropriate expenses.

Reporting

Creates regular reporting for Senior Manager of Budget and Finance. Including weekly fund balance reports, monthly General Ledger reports for budget owners, and quarterly summaries. Tracks budget owners review and approval of reports. creates monthly analysis of exhibitions budget vs. actuals. Provides acquisition fund balances as requested.

Income Analysis

Creates monthly reports on income analysis. Distributes and schedules conversations with stakeholders on the state of BAMPFA's current and expected income. Works closely with income generating units such as Development and Visitor Experience in order to reforecast income projections. Creates cost-benefit analysis as needed for retail and other earned income functions in order to maximize revenue.

Staff Support

Provides guidance to less experienced team members on financial processing functions with a focus on accounts receivable, purchasing, recharge billing, travel/entertainment. Guides purchasers and budget owners on correct use of chart of accounts on a daily basis. Works directly with Accounting Associate (Account Payable) on available fund balances and appropriate use of funds and approval for use of funds.

Process Recommendations

Assesses and recommends to management changes as needed to ensure financial processes maintain compliance with federal and state requirements and internal financial/audit policies. Recommends new income pathways such as income generating or campus support opportunities.

Financial Regulation

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Applies a wide variety of internal and external policies and regulations to address a range of issues such as regulatory compliance, recovery of cash, risk management, and the organized implementation of a diverse range of financial services.

Assisting

Assists the Senior Manager of Budget and Accounting as needed, and other duties as assigned. May act as back up to the Business Services Associate as needed.

Required Qualifications

- Thorough knowledge of financial processes, policies and procedures.
- Thorough knowledge of financial data management and reporting systems.
- 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 internal control practices and their impact on protecting University resources.
- Leadership skills to provide guidance, coaching and mentoring to professional and support staff.
- Experience with non-profit fund accounting and fiscal management of grants.
- Excellent written and verbal communication skills.
- Bachelor's degree in related area and/or equivalent experience/training.

Salary & Benefits

This is a 100% full-time (40 hrs a week) exempt career position, which is paid monthly and eligible for UC 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

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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 rate that the University reasonably expects to pay for this position is \$80,400.00.

How to Apply

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

Other Information

- This is not a visa opportunity.
- This position is eligible for up to 40% remote work. Exact arrangements are determined in partnership with your supervisor to meet role responsibilities and department needs, and are subject to change.

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

https://apptrkr.com/get_redirect.php?id=5579066&targetURL=U.S. Equal Employment Opportunity Commission poster.

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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.

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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