

**Business Analyst & Building Coordinator (4628U) - Dept of
Astronomy
University of California, Berkeley**

Direct Link: <https://www.AcademicKeys.com/r?job=244672>

Downloaded On: Sep. 13, 2024 12:14pm

Posted Sep. 11, 2024, set to expire Jan. 8, 2025

Job Title	Business Analyst & Building Coordinator (4628U) - Dept of Astronomy
Department	Astronomy
Institution	University of California, Berkeley Berkeley, California
Date Posted	Sep. 11, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Fiscal Services Finance/Investment Management
Apply Online Here	https://apptrkr.com/5624285

Apply By Email

Job Description

Image not found or type unknown



Business Analyst & Building Coordinator (4628U) - Dept of Astronomy

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.

Business Analyst & Building Coordinator (4628U) - Dept of
Astronomy
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=244672>

Downloaded On: Sep. 13, 2024 12:14pm

Posted Sep. 11, 2024, set to expire Jan. 8, 2025

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

The Department of Astronomy is one of four academic departments in the Mathematical and Physical Sciences Division. In Astronomy we learn and teach the secrets of the Universe through high-tech experiments, state-of-the-art observations, intensive computation, deep thought, and innovative educational and outreach experiences. It is our mission to do so in an environment that is welcoming and inclusive. Additionally, the department is home to the Theoretical Astrophysics Center, and programmatically closely associated with the Center for Integrative Planetary Science and the Radio Astronomy Lab.

We are seeking an experienced professional who knows how to apply theory and put it into practice with in-depth understanding of the professional field involving the processing and servicing of a variety of operational and financial transactions and services. This includes accounts receivable, accounts payable, purchasing, recharge billing, travel & entertainment preparation, equipment collections, data collection and data entry, analysis, review and control, building related issues, visitor coordination,

**Business Analyst & Building Coordinator (4628U) - Dept of
Astronomy
University of California, Berkeley**

Direct Link: <https://www.AcademicKeys.com/r?job=244672>

Downloaded On: Sep. 13, 2024 12:14pm

Posted Sep. 11, 2024, set to expire Jan. 8, 2025

customer servicing, and reporting.

Application Review Date

The First Review Date for this job is: September 23, 2024

Responsibilities

Financial and business services duties:

- Applies financial and business services concepts to support department members, resolve issues, and prepare business procedures and policy recommendations as the primary point of contact for all financial and business services duties.
- Responsibilities include procurement, accounts payable, blanket accounts, receivables, equipment tracking, reimbursements, travel & lodging arrangements, publications charges, and other business processes as needed.
- Coordinates event logistics, such as scheduling, venue booking, catering, conference registrations, and other business processes as needed.
- Provides moderately complex financial services, analysis, and business support for associated research centers.
- Ensures appropriate tracking and documentation is kept of all financial transactions, and documents procedures for financial activities.
- Interprets related policies and advises customers accordingly.

Advanced financial services duties:

- Applies campus, UC, state, and federal policies and regulations to address a range of issues such as regulatory compliance and risk management. Working with the manager, helps assess, recommend, and implement changes to ensure financial and procurement processes remain compliant with federal and state requirements and internal financial/audit policies, appropriate internal controls are addressed, and that daily operations run smoothly.
- Advises and provides guidance to faculty, staff, and other department members on UC risk policy as relates to financial transactions.
- Implements corrective measures such as UCPath actions and financial journals in BFS.
- Processes recharge transactions and analyses and updates recharge policies and procedures to assure the yearly certification process goes smoothly.
- Serves as the equipment custodian ensuring that all equipment purchased has proper

**Business Analyst & Building Coordinator (4628U) - Dept of
Astronomy
University of California, Berkeley**

Direct Link: <https://www.AcademicKeys.com/r?job=244672>

Downloaded On: Sep. 13, 2024 12:14pm

Posted Sep. 11, 2024, set to expire Jan. 8, 2025

documentation, is tracked in BETS, and meets the tests of reasonableness. Coordinates the equipment tracking audit processes.

Building Coordinator duties:

- Coordinates front office operations and trains student assistants who are primarily staffing the front desk.
- Handles short term space requests and meeting room scheduling.
- Processes access requests and manages building key cards and metal keys.
- Assists visitors and collaborators with basic department and building orientation and coordinates with other campus units to assure a smooth visitor experience.
- Coordinates the logistical aspects of building improvements and office/lab moves working with facilities and custodial teams.
- Monitors and tracks building issues, submits and tracks work requests on grounds, custodial, and other Physical Plant service requests, including tracking completion of work orders, billing, and ongoing status.
- Serves as Safety Coordinator reviewing and providing guidance to building occupants on accident prevention (IIPP) and emergency response (BEP) as required by UC standards and policies.
- Represents Astronomy during relevant safety committee meetings.
- Assesses building maintenance issues, with special attention to issues that affect instruction, research programs and laboratories with regard to accessibility, safety, fire safety, etc.

Professional development:

- Maintains proficiency through job function related campus training and participates in communities of practice or functional peer groups.
- Other duties as assigned.

Required Qualifications

- Bachelor's degree in related area and / or equivalent experience / training.
- 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,

Business Analyst & Building Coordinator (4628U) - Dept of
Astronomy
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=244672>

Downloaded On: Sep. 13, 2024 12:14pm

Posted Sep. 11, 2024, set to expire Jan. 8, 2025

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.
- Thorough knowledge of campus travel processes, policies and procedures.

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 \$77,000 to \$94,000 yearly (\$6,416.67 to \$7,833.33 monthly). This is a 100% FTE career position eligible for full benefits. This position is FLSA Exempt and paid monthly.

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

Business Analyst & Building Coordinator (4628U) - Dept of
Astronomy
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=244672>

Downloaded On: Sep. 13, 2024 12:14pm

Posted Sep. 11, 2024, set to expire Jan. 8, 2025

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

,