

Budget Director - Operations, Research, and Extension
(0212U), Rausser College of Natural Resources
University of California, Berkeley

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Posted Sep. 30, 2024, set to expire Jan. 25, 2025

Job Title	Budget Director - Operations, Research, and Extension (0212U), Rausser College of Natural Resources
Department	Rausser College of Natural Resources
Institution	University of California, Berkeley Berkeley, California
Date Posted	Sep. 30, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Director/Manager
Academic Field(s)	Research/Technical/Laboratory Fiscal Services Administrative Support/Services
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Job Description

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Budget Director - Operations, Research, and Extension (0212U), Rausser College of Natural Resources

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

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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 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

Rausser College of Natural Resources embraces the University of California's public mission, serving the people of California, our nation, and the world. We conduct fundamental and applied research in the biological, physical, and social sciences. We train and educate future leaders and scholars, and engage with public and private partners to meet the pressing social and environmental challenges of our time. Through our research, teaching, and outreach, we seek equitable, scalable, and innovative solutions that address the climate crisis, promote ecological and economic sustainability, and improve human health and well-being. We are one of the USDA's Agriculture & Experiment Stations and a Cooperative Extension campus-based unit. The Dean's Office team provides support to our four academic departments, one augmented graduate group, and several research/recharge centers and

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facilities, in the areas of academic personnel, budget and finance, communications, development, facilities, IT, and new initiatives.

At the direction of the Dean, Executive Associate Dean, and/or Executive Assistant Dean, the Budget Director receives assignments in the form of objectives and determines how to use resources to meet schedules and goals. Manages, prepares, administers, and directs control of budget / organization resources. Manages the activities of the financial analysis staff. Creates and implements tools and processes for financial planning and control. Monitors division, department, and research/recharge facilities adherence to approved budgets, and provides expert guidance to the Dean, Assistant and Associate Deans, department chairs, managers, and research directors. Independently manages the preparation of the college's annual budget submission to campus, and oversees allocations, financial activities, and project processes of the Agricultural Experiment Station and Cooperative Extension. Leads annual reporting processes for same, including highly complex AES-related financial reporting to the National Institute of Food & Agriculture. Participates in Systemwide AES/CE budget and finance meetings and working groups that have Systemwide impacts. Provides guidance to subordinates to achieve goals in accordance with established policies. Work is reviewed and measured based on meeting objectives and schedules. Develops processes and operational policies, selecting methods and techniques for obtaining solutions. Erroneous decisions or failure to achieve goals results in additional costs and personnel, and serious delays in overall schedules.

Application Review Date

The First Review Date for this job is: October 10, 2024

Responsibilities

Strategic Financial Planning and Budget Oversight:

- Provide strategic financial planning, oversight, and resource management for the College's complex \$60M operating budget (excluding contracts and grants), which includes state and federal funds, gifts, endowments, FFEs, and various revenue streams.
- Identify, assess, and mitigate financial risks that could impact the College's operations and budgetary outcomes.
- Lead the development and implementation of both long- and short-term financial goals that align with the College's mission and strategic priorities.
- Create tools and processes for financial planning and control, conducting in-depth financial analyses, and guiding resource allocation to meet organizational objectives.
- Collaborate with senior leadership to establish and achieve financial goals, ensuring effective

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financial stewardship and sustainability.

Complex Budget Administration and Strategic Goal Setting:

- Administer a highly complex budget across multiple units, ensuring the proper management of various revenue streams and expenditures.
- Develop detailed strategies for addressing the complexity of the College's financial environment, including setting and monitoring strategic goals for financial planning, forecasting, and resource optimization.
- Collaborate with the Executive Assistant Dean, academic leadership, department heads, and research directors to ensure that budget processes, resource allocation, and funding models reflect both current needs and long-term strategic goals.
- Drive financial success and stability through the alignment of budget processes with strategic goals.
- Hold a concurrent appointment in the Systemwide Division of Agriculture and Natural Resources (UC ANR) to manage and oversee Cooperative Extension activities and funding on the UC ANR ledger, ensuring compliance with systemwide initiatives and financial practices.

Supervision and Team Leadership:

- Lead and manage a team of 5 financial analysts, providing mentorship, training, and professional development opportunities.
- Ensure equitable distribution of workload, foster a collaborative environment, and establish clear goals and expectations for the financial team.
- Use independent judgment to assign tasks, monitor performance, and ensure compliance with internal controls.
- Encourage creative problem-solving to streamline business processes and enhance service delivery.
- Oversee the team's adherence to deadlines, accuracy in reporting, and overall performance in meeting the College's financial goals.

Systemwide Programs and Strategic Initiatives:

- In partnership with the Executive Associate Dean, manage the strategic planning and financial management of the College's Agricultural Experiment Station (AES) and Cooperative Extension (CE) programs.

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- Represent the College in systemwide financial meetings and working groups to ensure alignment with University-wide financial goals and compliance with federal and state reporting requirements.
- Lead the preparation of annual federal AES reports and participate in the financial planning and audit processes that support long-term operational goals.

Professional Development and Innovation:

- Stay current on financial management best practices and University-wide budgeting processes through continuous professional development.
- Attend workshops, conferences, and working groups to enhance the financial planning capabilities of the team.
- Drive the implementation of innovative financial tools and methodologies that improve operational efficiency and transparency in budget management.

Required Qualifications

- Comprehensive knowledge of finance and budget policies, practices and systems; budgeting and reporting techniques; fund accounting; human resource planning; accounting and bookkeeping.
- Ability to effectively communicate verbally and in writing.
- Interpersonal skills and ability to work effectively across the organization at all levels; ability to interact with diverse populations.
- Client services oriented; good listening, critical thinking, and analytical skills.
- Ability to multi-task.
- Knowledge and understanding of internal control practices and their impact on protecting University resources.

Education/Training:

- Advanced 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 full pay scale for this classification is \$109,200.00 - \$207,800.00. The budgeted salary or hourly range that the University reasonably expects to pay for this position is \$150,000.00 - \$185,000.00.
- This is an exempt, monthly-paid position.
- This is a full-time, Career position.
- This position is eligible for full UC benefits.

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.

Diversity Statement

Please include, as part of your application a brief (1-2 paragraph) statement on your contributions to diversity, equity, inclusion, and belonging in your professional experience.

Advancing diversity, equity, and inclusion are fundamental to our UC Berkeley Principles of Community, which states that "every member of the UC Berkeley community has a role in sustaining a safe, caring, and humane environment in which these values can thrive."

Other Information

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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.

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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