

Accounts Payable Analyst 3 (4268U), Disbursements  
Office - 72372  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=246265>

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Posted Oct. 2, 2024, set to expire Jan. 29, 2025

<b>Job Title</b>	Accounts Payable Analyst 3 (4268U), Disbursements Office - 72372
<b>Department</b>	
<b>Institution</b>	University of California, Berkeley Berkeley, California
<b>Date Posted</b>	Oct. 2, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Fiscal Services
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**Job Description**

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**Accounts Payable Analyst 3 (4268U), Disbursements Office - 72372**

**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](http://grow.berkeley.edu).

### **Departmental Overview**

The Accounts Payable department has campus-wide responsibility for Accounts Payable support, reconciliation, analysis, and problem solving. Accounts Payable is responsible for providing systems, policies, procedures, and training to facilitate the processing of payables transactions including vendor invoices, T&E reimbursements, leases, wire transfers, student awards and refunds. Total annual disbursements are in excess of \$1 billion.

Under the direction of the Accounts Payable Manager, the Accounts Payable Analyst assists in the processing and servicing of a variety of operational, personnel, and financial transactions and services. Includes cashiering, payroll, accounts receivable, accounts payable, collections, data collection and data entry, analysis, review and control, customer servicing, and reporting.

This position requires an experienced financial service professional, with a thorough understanding of financial processes and procedures, who must exercise good judgment in resolving issues regarding payment transactions via wire transfer, electronic funds transfer, and paper check.

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Professional who applies acquired job skills, policies, and procedures to complete substantive assignments/projects/tasks of moderate scope and complexity; exercises judgment within defined guidelines and practices to determine appropriate action. Uses professional financial services concepts to ensure that campus wide Relocation/Moving transactions are in compliance with policy, and processed accurately and timely. Performs complex account reconciliation, resolution, and compliance reporting assignments, and partners with Payroll to ensure all taxable relocation/moving transactions are properly recorded. Works on financial services problems of moderate scope where analysis of situations or data requires a review of a variety of factors. Responsibilities include research, analysis, and troubleshooting, along with ad-hoc analysis and auditing of financial data. Supports the Accounts Payable Banking unit for auditing and backup purposes. This position must have Accounts Payable financial systems knowledge and experience.

### **Application Review Date**

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

### **Responsibilities**

- Applies professional financial and accounting concepts to independently perform analyses of moderately complex financial services such as researching discrepancies
- Under general supervision, research and gathers information from a variety of sources; prepares and summarizes information and reports relative to new services, regulatory compliance issues and/or vendor selection and support activities.
- Audits supplier records and analyses to include summaries of financial transactions, evaluation of current and proposed services, etc.; for management review and decision-making.
- Delivers quality customer service to various constituencies to include internal department clients and external vendors.
- Functions as a resource to support staff on issues such as researching complex financial discrepancies, escalated customer service problems and vendor concerns.

### **Required Qualifications**

- Accounting/Analytical - General accounting and/or accounts payable knowledge; ability to analyze fiscal data, summarize information and present it in a logical format.
- Problem Solving - Strong problem-solving skills, attention to detail, critical thinking, and ability to work with a high degree of accuracy.
- Interpersonal - Good interpersonal skills to work with diverse groups; coaching and mentoring skills to train support staff; ability to work under pressure of deadlines and multitask in an

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environment of changing priorities.

- Communication and Customer Service - Effective oral and written communication skills; ability to clearly explain disbursements issues to a diverse campus community in a manner that is easily understood; strong customer service focus.

Education/Training:

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

**Preferred Qualifications**

- University Procedures -- Working knowledge of and/or ability to quickly learn campus financial processes, policies and procedures.
- Information Systems - Proficiency working with computer and information management systems, including PeopleSoft financial applications, the Microsoft Office suite of software, familiarity with corporate online banking systems, and ability to learn BearBuy procurement system.

**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 \$80,000 - \$95,000.00. This is an exempt, monthly-paid position.
- This is a full-time, Career position with full UC benefits.
- This position is eligible for 100% remote capacity within the United States. Exact arrangements are determined in partnership with your supervisor to meet role responsibilities and department needs, and are subject to change.



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### 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.

### Other Information

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](https://careerspub.universityofcalifornia.edu/psc/ucb/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS.CG_S)

### Contact Information



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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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