

Financial Services Analyst (4628U), Berkeley Law - 73390
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=246950>

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Posted Oct. 11, 2024, set to expire Feb. 7, 2025

Job Title	Financial Services Analyst (4628U), Berkeley Law - 73390
Department	
Institution	University of California, Berkeley Berkeley, California
Date Posted	Oct. 11, 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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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

Berkeley Law is one of the nation's great centers for legal education, exploring and pushing new intellectual boundaries while tackling urgent, real-world issues. The law school is also known for its vibrant and engaged community of students and scholars who are committed to providing leadership and making a difference on problems of local, national and global significance. Currently ranked among the top law schools in the country, Berkeley Law has ambitious fundraising goals as it looks to continue producing leaders in law, government, and society.

The Law School's Business services group is a part of the Finance team that supports the school. It is responsible for managing purchases and reimbursements. It coordinates the use of a card program with over 70 BluCards. The group is also responsible for all entertainment processing for events.

Position Summary

The Financial Services Analyst will administer the approval of purchases in the unit for all procurement

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card purchases and entertainment reimbursement. This group is not supported by the regional service center. They are directly responsible for managing all purchase and voucher payments for the Law school.

Application Review Date

The First Review Date for this job is: 10/23/2024.

Responsibilities

- Reviews, ensures accuracy and compliance, and approves routine financial data and transactions in BearBuy, BFS, and Travel & Entertainment Systems, including: Travel and Entertainment reimbursements and vouchers completed by preparers, Procurement card transactions after being processed and reconciled by card holders.
- Analyze match exception trends and recommends, implements standards and procedures to affect staff, customers and vendors in order to prevent future occurrences.
- Reviews, ensures accuracy and compliance, and approves Match Exceptions in order to resolve discrepancies between invoices and purchase orders by researching and using in-depth knowledge of full procure-to-pay processes.
- Assists with monitoring the delivery of quality customer service to various constituencies to include campus department clients and external vendors.
- Reviews and approves all Law School CyberSource accounts for merchant activity.
- Prepares Cashier Deposit System deposits to reflect revenue and credit activity from CyberSource settlement reports in order to match Aventri registration activity, Aventri site tests, and refund requests received through the Footprints ticketing system.
- Coordinates with team members to ensure files are reviewed, transmitted, and signed while the deposit report is saved in the network drive.
- Applies professional financial and accounting concepts when independently performing analyses of moderately complex financial service transactions such as researching discrepancies, identifying tax implications, and checking for compliance with external regulations and internal policies.
- Understands, interprets and applies campus policy to all transactions.
- Functions as the primary resource to support departments in creating complex PO on service order/contract.
- Assists Executive Director of Communications with contract negotiations and coordinates with the supplier to prepare all the necessary documents to submit the requisition to the campus buyer.
- Updates the department website as necessary with the latest policy.
- Assesses independent contractor requests to determine whether appropriate criteria are met.

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- Ensures all required documentation (e.g. Statement of Work, liability insurance, etc.) is provided.
- Trains and provides direction to less experienced staff members throughout the law school on financial processing functions which may include accounts payable, accounts receivable, purchasing, travel/entertainment, gift accounting and Aventri/CyberSource.
- Participates in professional development, stretch assignments, and training opportunities.
- Performs other duties as assigned.

Required Qualifications

- Thorough knowledge of financial processes, policies and procedures in Travel and Entertainment and Procurement.
- Knowledge of financial data management and reporting systems.
- Strong computer skills and proficiency in Microsoft Office, Google Suite, video conferencing platforms (e.g. Zoom, Skype, Microsoft Teams, Google Meet, etc.) and common desktop/web applications.
- Ability to learn new computer programs and software systems.
- 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.
- Leadership skills to provide guidance, coaching and mentoring to professional and support staff.
- Ability to multitask in a high-volume processing environment, organizational skills, effective verbal and written skills, sound judgment and decision-making capabilities to develop organization ideas to solve problems
- Ability to adapt to changing priorities.
- Demonstrated commitment to and understanding of diversity, equity, inclusion, and belonging (DEIB), and ability to apply and integrate core concepts of DEIB into everyday practice.
- Must be 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.
- Must demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present in our community.

Education/Training:

- Bachelor's degree in Finance, Accounting or related field and/or equivalent experience/training.

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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 annual salary that the University reasonably expects to pay for this position is \$85,000.00 - \$93,000.00.
- This is an exempt, monthly-paid position.
- This is a full-time, Career position with full UC benefits.

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 20% 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

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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=5715792&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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