

Senior Manager of Budget and Finance (7710U) 73672
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=247166>

Downloaded On: Oct. 19, 2024 1:16pm

Posted Oct. 16, 2024, set to expire Feb. 12, 2025

Job Title	Senior Manager of Budget and Finance (7710U) 73672
Department	Berkeley Art Museum and Pacific Film Archive
Institution	University of California, Berkeley Berkeley, California
Date Posted	Oct. 16, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff Director/Manager
Academic Field(s)	Fiscal Services Finance/Investment Management
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Job Description

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Senior Manager of Budget and Finance (7710U) 73672

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.

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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

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

Reporting to the Director of Administration and Strategic Initiatives, the Senior Manager of Budget and Finance will play a key role in the budgeting, reporting and forecasting processes, working directly with

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assigned departments as well as other constituents throughout the museum. As the lead financial analyst for BAMPFA, this role includes development of our \$12 million operating budget across 8 departments through all phases, including preparation, development, evaluation, presentation, and approval by executive staff and Leadership Board. This position requires a mix of strong analytic and technical skills as well as good interpersonal skills in dealing with the departments and other finance colleagues. It is critical to understand monthly financial results, monitor changes in departments that impact actual results versus plans and be able to present and explain the results to management. The museum involves often complex funding arrangements which are then used to develop budgets and to ensure the correct accounting for funding of expenses. A keen ability to understand and interpret these arrangements is critical.

Application Review Date

The First Review Date for this job is October 28, 2024

Responsibilities

BUDGETING:

- Manage the development and execution of the museum's multi-year and annual budget plans.
- Creates, oversees, and tracks BAMPFA's annual budget, proposal budgets, expenditure projections.
- Responsible for following campus requirements for annual budgeting process by completing campus templates and inputting budgets into campus systems in a timely manner.
- Working closely with the Director's office on the development of annual budgets and delivering reports as needed.
- Requests deficit waivers as needed.

ANALYSIS AND REPORTING:

- Develops, prepares, and submits customized reports to internal and external stakeholders including the Board, Senior Management, and departmental budget owners.
- Provides analyses for highly complex budgetary, financial and resource projects, often interacting with department directors.
- Creates analysis of actuals vs budget for quarterly close/reporting process.
- Leads monthly ledger reviews, quarterly re-forecasting, and fiscal close.
- Periodically (e.g., monthly or quarterly) review the museum's financial status to address issues

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and foster informed and effective decision- making.

BUDGET MONITORING:

- Establish a process for the ongoing monitoring of budget-to-actuals and meaningful financial management reporting within the museum.
- Creates and approves journals, compensation transactions, and accruals as needed.
- With the PI or Executive Director approves fund allocations as suggested by the Finance Specialist.

DIVISION FINANCE LEAD:

- Support the budget submission to the EVCP and preparation for the annual budget hearing.
- Advocates for BAMPFA's financial needs on the campus level.
- Work with the campus to review the museum's financial status and maintain the budget process.
- Oversee financial org tree changes for a consistent and clear chart of accounts.
- Meet with other DFL's regularly to troubleshoot and stay abreast of campus policy changes.

CONTROL:

- Performs quarterly controls reporting consistent with campus compliance.
- Approves quarterly C&G deficit clearing waiver request forms.
- Corrects payroll in suspense. Queues commitments for quarterly requests.
- Address a range of issues such as campus compliance, assessment implications, deficit recovery, risk management, and the organized implementation of new services, procedures and/or policies.
- Establish internal financial control and ensure financial procedures are within compliance.
- Makes recommendations on maintaining and strengthening internal controls to protect University resources.

SUPERVISION AND TRAINING:

- Supervises, trains and performance manages one Finance Specialist and one Business Services Associate, and possibly one student assistant.
- May serve as back-up for Finance Specialist performing specialized tasks, including weekly,

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monthly and quarterly reporting.

- May troubleshoot escalated issues with the Finance Specialist and Business Services Associate.
- Trains staff and creates effective teamwork environment.
- Develops and implements financial transaction processes and procedures and trains BAMPFA staff on financial activities as needed.

FINANCIAL STRATEGY:

- Advises leadership on key budgetary decisions, e.g., allocating campus support, aligning resources, making budgetary trade-offs to meet division's strategic priorities.
- Engage in campus financial planning and initiatives.
- Maintains the museum's 10-year financial plan and creates goal posts that align with the plan.
- Regularly reports on 10-year plan progress.

SPECIAL PROJECTS:

- May coordinate financial system implementations and upgrades.
- Conducts audits of internal records and processes as needed.
- Participates in the analysis and design for new services or financial operational systems or processes that have critical organization-wide impact.
- May participate as a subject matter expert.
- Develops and implements financial transaction processes and procedures; may train staff on financial activities.
- Other duties as assigned.

Required Qualifications

- Advanced knowledge of financial accounting concepts, policies and procedures, as well as related accounting and regulatory compliance requirements.
- 5 years or more experience working in an accounting or financial function.
- Highly skilled in budget creation, management, and process re-design.
- Thorough working knowledge of finance, fund accounting, and financial reporting analysis.
- Demonstrated ability to manage financial data and prepare/oversee budgets and forecasts.
- Strong inter-personal skills and ability to work effectively across the organization at all levels including budget owners, credit card holders, staff purchasing goods and services, executive director, development director, and grants manager.

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- Sophisticated service orientation, ability to multi-task effectively in a varied, high volume environment, sound judgment and decision-making, critical thinking, creative problem solving, and effective verbal and written communication skills.
- Highly developed analytical skills sufficient to develop and implement financial data management and reporting systems.
- Knowledge of the organizational environment of art museums or non-profits to understand institutional priorities, issues, motivations, and constraints.
- Ability to maintain professional confidentiality with sensitive information and financial data
- Solid understanding of internal control concepts and the implementation of internal control systems in a complex business environment
- Fluency in accounting software including Excel, SmartView, Google Sheets, OTRS, PeopleSoft and Oracle.
- Excellent written and verbal communication skills.
- Bachelor's degree in related area and/or equivalent experience/training.

Preferred Qualifications

- Advanced knowledge of and/or can quickly learn campus and system-wide financial processes and procedures a plus. This includes proficiency in Berkeley Financial Systems, BAIRs, CalReporting, CalPlanning, CalAnswers, BearBuy.

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 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

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experience.

The budgeted salary range that the University reasonably expects to pay for this position is \$120,000 - \$145,000, annually.

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 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=5726418&targetURL=U.S. Equal Employment Opportunity Commission poster.

The [University of California's Affirmative action policy](#).

The [University of California's Anti-Discrimination policy](#).

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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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