

Financial Services Analyst 3 (4628U) Library, 73720
University of California, Berkeley

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Posted Oct. 17, 2024, set to expire Feb. 14, 2025

Job Title	Financial Services Analyst 3 (4628U) Library, 73720
Department	
Institution	University of California, Berkeley Berkeley, California
Date Posted	Oct. 17, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Fiscal Services Finance/Investment Management
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Job Description

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Financial Services Analyst 3 (4628U) Library, 73720

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,

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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 Library comprises 25 campus libraries, with a collection of nearly 13 million circulating volumes, almost 1.5 million e-books, subscriptions to over 130,000 journals and periodicals, and about 200 million items in its special collections, including rare materials held by The Bancroft Library, the C. V. Starr East Asian Library, the Bioscience, Natural Resources & Public Health Library, the Music Library, and the Anthropology Library. The UC Berkeley Library actively partners with the other nine UC campuses and the systemwide California Digital Library. The Library manages the systemwide off-site Northern Regional Library Facility. The Library has an operating budget of about \$66 million with approximately 325 full-time employees and 600 student employees.

The Library Purchasing and Payment unit is the central office of record for all accounts payables, bluCard transactions, low value purchase orders and requisitions and is responsible for the acquisition of all library supplies, payment of all library collections materials, business and service contracts, licenses, and equipment. The position is in the Purchasing and Payment unit and serves to ensure all

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financial transactions processed are in compliance with UC policies and procedures and California Tax Law.

Application Review Date

The First Review Date for this job is: 11/30/2024

Responsibilities

The Library financial services analyst serves as a financial subject matter expert in various areas of financial transactions in order to successfully reflect the mission of the University and specifically to meet the operational needs of the University Library and its affiliate libraries. The Library Financial Services Analyst advises Library staff on business and financial policy and processes, reviews the ledger and manages the unit's financial key controls, participates in audits, prepares recommendations, processes all travel, entertainment, reimbursement and payment requests for the divisional staff received in the Library Administrative Services online request system, enters deposits into the campus deposit system and processes Event Planner Card & bluCard purchases. This position submits payment requests to Bears Regional Services and Business & Finance Services using BearBuy, utilizes bluCard and Event Planner Card, and coordinates direct bill requests.

25% Travel Reimbursements

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. This includes processing travel reimbursements by reviewing supporting documentation, analyzing budget reports, recommending justification language, and submitting travel expenses in accordance with university policy and campus business practices under UC Policy G-28

25% Non-Travel Reimbursements

Reviews and approves financial data and transactions in the reimbursement system for all non-travel related business expenditures, ensuring expenditures are appropriate and adhere to Federal, State, Local, and University policies. Researches 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. Analyzes reports and summaries of financial transactions, evaluation of current and proposed services, etc. for management review and decision-making.

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15% Professional Development Program Administration

Provides guidance to less experienced team members on financial processing functions with a focus on accounts payables, purchasing, recharge billing, and travel/entertainment. Guides purchasers and budget owners on the correct use of the chart of accounts on a daily basis. Works directly with customers and diverse groups on available fund balances and appropriate use of funds and approval for use of funds. Recommends and implements quality standards and procedures regarding financial processing functions. Demonstrates rational judgement in obtaining solutions. The FSA3 is responsible for tracking professional development expenditures, initiating audits, producing financial reports and ensuring clients are within budget regarding transactions.

15% Vendor Administration

Independently applies financial services concepts to supplier onboarding, payments to vendors, reimbursements, cash handling and the preparation of business process procedures and policy recommendations. Participates in audits of internal records, processes and prepares recommendations for changes as needed for a wide variety of internal clients and partners with other campus units to ensure recommendations are compliant. Ensures that the appropriate internal controls are addressed, maintained and strengthened to protect University resources. Reviews, processes, and approves standardized financial data and transactions.

10% Client Relations

Effectively addresses difficult and complex customer inquiries of various constituencies which include internal department clients and external vendors.

10% Compliance and Process Improvements

Assesses and recommends to management changes as needed to ensure financial processes maintain compliance with federal and state requirements and internal financial / audit policies. Ability to identify issues that require escalation to management in order to maintain financial compliance. Documents procedures for financial activities in Library Business Services pertaining but not limited to travel and entertainment, cash handling, credit card compliance, fellowship payments, honoraria, and supplier onboarding. Engages with Campus partners to ensure financial activities are recorded timely and accurately. Other duties as assigned.

Required Qualifications

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- Experience with non-profit or higher education accounting and fiscal management. Knowledge of financial processes, policies and procedures.
- 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 in a matrixed organization that is compliance driven.
- Thorough knowledge of financial processes, policies and procedures that govern a variety of fund sources.
- Strong financial analysis of canned and ad hoc financial reports and use of multiple systems to gather data and analyze.
- Strong proficiency in the use of spreadsheet and database software.
- Ability to function effectively as a member of a team and adapt to changing priorities
- Bachelor's degree in related area and/or equivalent experience/training.

Salary & Benefits

This is a 100% full-time (40 hrs a week) exempt career position, which is paid monthly and eligible for full 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 his 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 **\$72,600.00 to \$95,000.00.**

How to Apply

To apply, please submit your resume and cover letter.

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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 U.S. Equal Employment Opportunity Commission](#) poster.

For the complete University of California nondiscrimination and affirmative action policy, please see the University of California [Discrimination, Harassment, and Affirmative Action in the Workplace](#) 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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