

Financial Analyst 2 (7708U), Berkeley Public Health -  
74108  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=248068>

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Posted Nov. 1, 2024, set to expire Feb. 28, 2025

<b>Job Title</b>	Financial Analyst 2 (7708U), Berkeley Public Health - 74108
<b>Department</b>	
<b>Institution</b>	University of California, Berkeley Berkeley, California
<b>Date Posted</b>	Nov. 1, 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>	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](http://grow.berkeley.edu).

### Departmental Overview

Berkeley Public Health (BPH) aims to improve population health, especially for the most vulnerable, through interdisciplinary collaborations, preeminent education, and transformational research. Established in 1943, BPH is a professional school on the UC Berkeley campus that comprises six academic divisions and nearly 30 research centers and programs. Our department's values include social justice, health as a right, challenging conventional thought, embracing diversity, and creating meaningful impact. We honor our principles of community by centering and valuing everyone in our community; prioritizing prevention while remaining grounded in social justice; promoting safety and respect; practicing self-care and kindness; and remaining optimistic, hopeful, and committed to change. Learn more at: [publichealth.berkeley.edu](http://publichealth.berkeley.edu).

### Position Summary

The Financial Analyst performs various tasks to support the School's financial operations ensuring compliance with purchasing policies and specific fund terms. This position performs the review and

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approval of all purchases and reimbursements generated by the School's administrative and academic units, providing guidance as appropriate to improve policy compliance and adequacy of support documentation. The Analyst initiates supplier onboarding and ensures availability of fund balances to cover expenses. The position guides more direct check deposits or wire transfers and stewards checks that are not directly deposited. The position performs position funding entries and salary cost transfers in UCPath as needed and participates in annual fiscal close and budgeting activities.

The position reports to the Director of Finance. In collaboration with the rest of the finance team, the Financial Analyst identifies areas where there are gaps in purchasing and finance knowledge of administrative and academic unit employees in order to provide clarifying communication or training to close these knowledge gaps.

### **Application Review Date**

The First Review Date for this job is: 11/13/2024.

### **Responsibilities**

- Applies purchasing policy and fund availability analysis to process, review and approve purchasing and reimbursement transactions in Bearbuy, Berkeley Financial System and the Reimbursement system.
- Provides feedback and guidance to users as needed. Processes supplier onboarding invitations.
- Under general supervision, provides analytical support for simple to moderate budget and fiscal close activities.
- Processes position funding entries in UC Path, performs compensation analysis to ensure accurate distribution of compensation expense and prepares salary cost transfers in UC Path as appropriate.
- Prepares basic financial and resource reports and/or analysis for internal department constituents. Examples include budget variance analysis, financial analysis, staff or faculty salary or FTE analysis, endowment income projections, etc.
- Processes checks for deposit and ensures that the appropriate internal controls are addressed, maintained and strengthened to protect University resources.
- Participates in workshops, trainings, and other professional development activities.
- Other duties, as assigned.

### **Required Qualifications**

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- Working knowledge of finance policies, practices, and systems.
- Ability to gather reasonably retrievable information to organize, and perform basic financial analysis assignments.
- Demonstrated ability to effectively present information verbally and in writing clearly and concisely.
- Demonstrated ability using spreadsheet software for moderately complex financial analysis, fiscal management, and financial reports.
- Demonstrated interpersonal skills at all levels within the unit; excellent service orientation and critical thinking skills; and attention to detail.
- Demonstrated ability using organizational skills to multi-task in a high-volume environment.
- Ability to adapt to changing priorities.
- Ability to function as a member of a team.
- Intermediate knowledge and understanding of internal control practices and their impact on protecting University resources.
- Bachelor's degree in related area and/or equivalent experience/training.

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## Salary & Benefits

This is a 100% full-time (40 hrs a week) non-exempt career position, which is paid hourly 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 experience.

The budgeted hourly range that the University reasonably expects to pay for this position is \$36.00 - \$42.00. The full pay scale for this classification is \$31.94 - \$55.80.

## 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 60% 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

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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=5769482&targetURL=U.S. Equal Employment Opportunity Commission](https://apptrkr.com/get_redirect.php?id=5769482&targetURL=U.S. Equal Employment Opportunity Commission) poster.

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

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

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



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### 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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