

Financial Services Analyst 3 (4628U), Payroll - 74222  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=248385>

Downloaded On: Nov. 23, 2024 8:01am

Posted Nov. 7, 2024, set to expire Mar. 6, 2025

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|-----------------------------|---|
| <b>Job Title</b>            | Financial Services Analyst 3 (4628U), Payroll - 74222                 |
| <b>Department</b>           | Payroll   |
| <b>Institution</b>          | University of California, Berkeley<br>Berkeley, California            |
| <b>Date Posted</b>          | Nov. 7, 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   |
| <b>Apply Online Here</b>    | <a href="https://apptrkr.com/5785780">https://apptrkr.com/5785780</a> |

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**Job Description**

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**Financial Services Analyst 3 (4628U), Payroll - 74222**

**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 transformative opportunity it provides to a large and diverse student body; its public mission and

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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 Glacier team reviews payments prior to release for foreign nationals or foreign nations and confirm tax withholding and or reporting are complete and accurate.

### **Job Summary**

Experienced professional who applies job skills, policies, and procedures to complex situations, and exercises judgment within defined guidelines and practices to determine appropriate action. Applies experienced, analytical tax treaty and foreign tax compliance knowledge while administering the foreign tax compliance system known as GLACIER. Manages the collection of tax compliance forms to ensure the Glacier tax treaty system is current. Reconciles nonresident tax entries in the general ledger and prepares, files, and adjusts 1042s tax returns on behalf of the Berkeley campus. Ensures non-employee payments to non-residents have the correct withholding before being released in Bear Buy.

### **Application Review Date**

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The First Review Date for this job is: November 19, 2024

## Responsibilities

- Maintain Glacier tax compliance system, including follow-up on incomplete records.
- Oversee Glacier monthly report updates, analyze and assess applicable tax withholding, and disburse release of payments to nonresidents within the Accounts Payable system.
- Review and prepare monthly tax remittances.
- Review and approve transactions in BearBuy, Accounts Payable, and the Student Service System.
- Review complex nonresident alien inquiries from campus and determine tax implications (e.g., tax treaty compliance).
- Provide guidance and direction to campus and ensure actions comply with UC policy and tax regulations.
- Help train staff and create an effective teamwork environment.
- Lead the review of complex inquiries sent to Glacier administration, address less experienced staff questions, and identify and implement the next step.
- Review complex scenarios and guide less experienced payroll team staff on foreign tax inquiries, Glacier administration, and BearBuy workflow as it relates to the release of nonresident tax payments.
- May act as team leader for support staff.
- Independently review nonresident tax issues and identify and recommend solutions and next steps to upper management.
- Alert management to potentially serious issues that must be addressed globally with campus partners regarding tax compliance risk areas.
- Correspond and collaborate with UCPath and 3rd party vendors on nonresident alien tax, analysis, and research.
- Prepare and file 1042-S tax returns, analyze and clear outstanding items from the nonresident general ledger account.
- Prepare journal entries and maintain the general ledger account.
- Conduct imputed income review for postdoc fellows and postdoc paid directs for UCPath.
- Review and approve financial data and transactions.
- Oversee the collection of past-due federal taxes due to coding errors in BearBuy.
- Apply a wide variety of internal and external policies and regulations to address a range of issues such as regulatory compliance, tax implications, risk management, and the organized implementation of a diverse range of financial services for nonresident tax compliance for both employees and non-employees (e.g., students).
- Document procedures and updates as regulations or business processes change.

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- Participate in moderately complex audits of nonresident tax processes and recommend changes to processes.
- Ensure that the appropriate internal controls are addressed, maintained, and strengthened to protect University resources.
- Administer and maintain the nonresident tax compliance system "Glacier," applying tax regulation and UC-wide knowledge.
- Act as a contact for UCPath on Glacier troubleshooting issues and work with campus solutions, grad division, and financial aid to address nonresident student and employee document, withholding, and payment issues.
- Apply a wide variety of internal and external policies and regulations to address a range of issues such as regulatory compliance, tax implications, recovery of cash, risk management, and the organized implementation of a diverse range of financial services for students and departments.
- Document procedures for financial activities.
- Participate in moderately complex audits of processes and recommend changes to processes.
- Ensure that the appropriate internal controls are addressed, maintained, and strengthened to protect University resources.
- Interpret related policies and advise customers accordingly.
- Answer questions from departments or students using experienced knowledge of the University and the Internal Revenue Service regulations to resolve tax-related or visa-type issues.

### Required Qualifications

- Thorough knowledge of financial processes, policies and procedures.
- Thorough knowledge of financial data management and reporting systems.
- Strong proficiency in the use of spreadsheet and database software.
- 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.
- Ability to function effectively as a member of a team.
- Ability to adapt to changing priorities.
- Thorough knowledge and understanding of and/or ability to quickly learn internal control practices and their impact on protecting University resources.
- Leadership skills to provide guidance, coaching and mentoring to professional and support staff.

Education/Training:

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

### 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 \$72,600.00 - \$100,800.00. This is an exempt, monthly-paid position.
- This is a full-time, Career position that is eligible for full UC benefits.
- This is a hybrid position, eligible for 75% remote capacity. Exact arrangements are determined in partnership with your supervisor to meet role responsibilities and department needs, and are subject to change.

### 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.

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### **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**

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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