

Accountant II (7736U), Extramural Funds Accounting -
75538
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=251669>

Downloaded On: Mar. 14, 2025 2:44am

Posted Jan. 15, 2025, set to expire May 14, 2025

Job Title	Accountant II (7736U), Extramural Funds Accounting - 75538
Department	Contracts & Grants Accounting
Institution	University of California, Berkeley Berkeley, California
Date Posted	Jan. 15, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Fiscal Services
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Job Description

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About Berkeley

At the University of California, Berkeley, we are dedicated to fostering a community where everyone feels welcome and can thrive. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

As a world-leading institution, Berkeley is known for its academic and research excellence, public mission, diverse student body, and commitment to equity and social justice. Since our founding in 1868, we have driven innovation, creating global intellectual, economic and social value.



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We are looking for applicants who reflect California's diversity and want to be part of an inclusive, equity-focused community that views education as a matter of social justice. Please consider whether your values align with our [Guiding Values and Principles](#), [Principles of Community](#), and [Strategic Plan](#).

At UC Berkeley, we believe that learning is a fundamental part of working, and provide space for [supportive colleague communities via numerous employee resource groups](#) (staff organizations). 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 full-time staff employees with at least 80 hours (10 days) of paid time per year to engage in professional development activities. Find out more about how you can [grow your career](#) at UC Berkeley.

Departmental Overview

The Contracts & Grants Accounting (CGA) Office oversees the administration of all federal and private contract and grant funding received by UC Berkeley, which exceeded \$850 million in revenue for fiscal year 2024. CGA's responsibilities include fund setup, preparing financial reports, conducting ongoing analysis and reconciliation, interpreting policy, billing and cash drawdowns for reimbursable expenditures, and closing out contracts and grants.

CGA also manages campus-wide audits of contracts and grants conducted by federal and external auditors, develops responses to audit findings, and implements corrective actions to resolve issues. Additionally, CGA provides systems, policies, procedures, and training to support the management of approximately 5,000 contracts and grants across campus.

As the campus expert in post-award financial management, CGA offers education and outreach to ensure effective and compliant financial administration of contract and grant funding.

Under the general direction of a CGA Supervisor, the Accountant 2, completes accounting assignments that are of moderate scope where analysis of data requires a review of a variety of factors and multiple sources. Exercises judgment within defined accounting procedures and practices to determine appropriate action. Has internal and external contact on a regular basis. Applies campus policies and procedures to resolve a variety of accounting issues.

Application Review Date

The First Review Date for this job is: January 27, 2025

Responsibilities

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- Prepares cash deposits, applies cash payments, manages outstanding accounts receivable.
- Prepares, processes and records basic financial entries.
- Analyzes, monitors, and reconciles general ledger accounts and activities related to outstanding receivables. Prepares basic journal entries, and maintains and / or reconciles ledger accounts.
- Prepares financial reports.
- Acts as advisor to other campus units (central and departmental) and Office of the President units and may become actively involved, as required, to meet objectives and schedules and resolve problems.
- Participates in annual audit and special projects, such as developing, implementing and monitoring accounting systems, policies and procedures.
- Professional development.

Required Qualifications

- Has thorough knowledge of accounting functions and assignments.
- Has ability to gather, organize, and perform basic accounting related analysis.
- Requires ability to present information in a clear and concise manner both in writing and verbally.
- Knowledge of financial transactions and financial systems, as well as related policies, accounting and regulatory compliance requirements.
- Must be proficient in use of Microsoft Office, Vlookup, Pivot Table and common desktop/web applications.
- Use of enterprise level general ledger applications desirable.
- Under general supervision, provides analysis of moderate accounting projects.

Education/Training:

- Associate or bachelor's degree in accounting 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

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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 \$31.00 - \$39.00. This is a non-exempt, bi-weekly paid position.
- This is a full-time, Career position that is eligible for full UC benefits.
- This position is eligible for up to 80% remote work. 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.

Misconduct

SB 791 and AB 810 Misconduct Disclosure Requirement: As a condition of employment, the final candidate who accepts a conditional offer of employment will be required to disclose if they have been subject to any final administrative or judicial decisions within the last seven years determining that they committed any misconduct; received notice of any allegations or are currently the subject of any administrative or disciplinary proceedings involving misconduct; have left a position after receiving notice of allegations or while under investigation in an administrative or disciplinary proceeding involving misconduct; or have filed an appeal of a finding of misconduct with a previous employer.

"Misconduct" means any violation of the policies or laws governing conduct at the applicant's previous place of employment, including, but not limited to, violations of policies or laws prohibiting sexual harassment, sexual assault, or other forms of harassment, discrimination, dishonesty, or unethical



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conduct, as defined by the employer. For reference, below are UC's policies addressing some forms of misconduct:

[UC Sexual Violence and Sexual Harassment Policy](#)

Other Information

This is not a visa opportunity.

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

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

N/A

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