

Finance Specialist - Cal Performances (004722)
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=254810>

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Posted Mar. 24, 2025, set to expire Jul. 1, 2025

Job Title	Finance Specialist - Cal Performances (004722)
Department	Finance
Institution	University of California, Berkeley Berkeley, California
Date Posted	Mar. 24, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Fiscal Services Financial Aid
Apply Online Here	https://apptrkr.com/6096402

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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

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1868, we have driven innovation, creating global intellectual, economic and social value.

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 Finance Department of Cal Performances and Student Musical Activities is responsible for fiscal management and budgetary oversight for these two organizations, representing a combined annual operating budget of over \$20 million. Funds are derived from a variety of sources, including earned income, individual and corporate gifts and grants, federal, state, and local grants, endowment income, and a variety of university-based funding sources. The finance department provides key financial and analytical support for Cal Performances departments, including fine arts programming, education and community programs, public relations, publications, development, marketing, box office, operations, facilities, information systems, human resources, and administration.

This position is a key member of the Finance Department for Cal Performances and Student Musical Activities and is primarily responsible for procurement and payment processing for the departments. In this capacity, the incumbent acts as a first-line resource for department managers regarding university purchasing, travel & entertainment, professional services contracts, risk management and insurance, and real estate policy and procedures. The incumbent also assists with key reconciliation/financial control and related activities and will assist the Finance Manager with budget, quarterly forecasts, and monthly reports and analysis as required.

Application Review Date

The First Review Date for this job is: April 3, 2025

Responsibilities

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Procurement & Payment Processing

Provide full procurement and payment processing services including preparing/processing requests for purchase orders (LVPO, blanket, business contract, membership, entertainment, and general reimbursement), requisitions, procurement card transactions, interoffice charges, travel voucher reimbursements, student awards, invoice approval/voucher payment processing and lien closure requests in a timely and efficient manner consistent with University and department policies and procedures.

Work closely with department managers, staff, external vendors, and central campus support units to ensure that requested goods and services are received timely in order to meet critical event-driven timelines.

In conjunction with other Finance department staff, develop and maintain the Finance Department Procedures Manual, with particular emphasis on documentation of financial controls. Develop and deliver department training to department managers regarding University purchasing policy and departmental procedures.

Reconciliation/Financial Control

Responsible for execution of back-end financial controls for Cal Performances. Independently review and reconcile the following key accounts monthly:

- BFS income accounts v. Cal Performance's ticketing/donor management system;
- Pending gift accounts for Cal Performances and Student Musical Activities;
- Journal transfers from UC Berkeley Foundation;
- BFS ledger activity for payroll-related expenditures;
- Interoffice charges by recharge vendor;
- Postage stamp inventory; and
- Other accounts identified as high risk by the Finance Manager.

For each of the above, research key discrepancies as appropriate and report any identified control weaknesses to the Finance Manager.

Manages Cal Performances and Student Musical Activities department-specific BFS ledger codes. These codes are used internally to track event profitability (Chartfield 1) and provide functional income and expense detail (Chartfield 2) unique to a performing arts organization.

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Assist the Finance Manager with developing Cal Performances and Student Musical Activities annual operating budgets and quarterly forecasts and assist managers with Cal Answers and other reports as needed to manage budgets and costs.

Assist with the implementation of a new management reporting process.

Departmental Back-Up

Provide backup coverage for the other Finance Department job duties in the case of vacations, illnesses, leaves, vacant positions, or during peak transaction volume periods such as month-end, fiscal year-end, or when multiple events are scheduled in Cal Performances venues.

Required Qualifications

- Demonstrated working knowledge of University fund accounting policies and procedures or equivalent work experience in a non-profit or public sector work environment or equivalent education;
- Demonstrated working knowledge of financial applications. Working knowledge of campus systems such as BFS general ledger, CalAnswers, and other campus financial applications, preferred. Demonstrated skills with office productivity software applications, including Microsoft Office and Google G-Suite applications;
- Demonstrated working knowledge of specific campus requirements for professional services and consultant agreements, vendor purchasing contracts, insurance requirements, and transportation service contracts;

Knowledge of current customer relations and quality service techniques, including negotiation, persuasion and strong communications skills is required in order to interact successfully with arts-focused department managers and staff, external vendors, and central campus support staff; Ability to perform research regarding best practices of similarly situated organizations (both within the Berkeley campus, other UC campuses, and other major university art presenting organizations) and analyze/recommend changes to existing processes;

- Ability to develop and deliver brief training sessions for staff and managers regarding campus financial and administrative systems procedures and internal Cal Performances and Student Musical Activities-specific processes;
- Accuracy and careful attention to detail in a high-volume, interrupt-driven environment is

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required. Ability to perform multiple assignments simultaneously, prioritizing tasks with competing deadlines, and under minimal supervision;

- Initiative and ability to work independently and as part of the Cal Performances Finance Team to achieve overall University and organizational objectives;
- Analytical, investigative, and problem-solving skills to collect data/information, analyze and interpret, and prepare conclusions and recommendations;
- Prior exposure to or willingness to learn about budgeting/forecasting techniques;
- Excellent interpersonal oral and written communication skills;
- Experience, appreciation, or familiarity with artists and art forms strongly preferred;
- Occasional overtime required

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 the final candidate's qualifications and experience.

The budgeted hourly range that the University reasonably expects to pay for this position is \$29.63 - \$42.44

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.

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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