

Financial Analyst (7709U) Financial Aid & Scholarships
Office 77344
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=255381>

Downloaded On: Apr. 10, 2025 5:45pm

Posted Apr. 3, 2025, set to expire Jul. 1, 2025

Job Title	Financial Analyst (7709U) Financial Aid & Scholarships Office 77344
Department	
Institution	University of California, Berkeley Berkeley, California
Date Posted	Apr. 3, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Finance/Investment Management
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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 Financial Aid and Scholarships Office (FASO) directly awards or coordinates the awarding of over \$850 million from over 700 funding sources to over 25,000 undergraduate and graduate students.

The mission of the Financial Aid and Scholarships Office is to provide students access to an excellent education. Through strategic partnerships and rigorous planning, FASO offers innovative aid programs to make higher education affordable, helps students and parents navigate financial aid processes, counsels students so they understand their options and feel empowered to make the best choices to manage their financial lives, advocates on behalf of students, teaches students about financial literacy, collaborates to help build upon a comprehensive, holistic culture of care that transforms the student experience and helps us recruit, retain, and graduate students and prepare them for success in life, and fosters a sense of community by encouraging alumni and donors to connect with the university and give the gift of access to the next generation of students.

Application Review Date

The First Review Date for this job is: April 14, 2025

Responsibilities

- Analyzes financial data, applying professional concepts to understand past performance and determine present and future performance and/or resource allocations of financial aid funds.
- Takes initiative to research outliers or anomalies and propose solutions. Summarizes recommendations for the senior department managers
- Provides key analytical and accounting support for complex budget, financial, or resource analysis projects requested by various constituents 10%
- Identifies opportunities to improve processes. Serves as primary resource for assigned projects and as back-up resource to the Fiscal Management team.

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- Coordinates and implements program budgets and allocations, conceives of and maintains department chart of accounts or other data management tools, related business processes and other financial duties as assigned
- Generates variance and analysis reports of managed funds; audits and, resolves variances.
- Summarizes recommendations for financial data, including annual program allocation approaches, trending future requirements, operating forecasts, sources and uses, etc. Monitors federal, state, and institutional financial aid program funds in collaboration with FASO functional staff to ensure that fund activity is compliant with relevant regulations.
- Prepares financial reports and/or analysis for internal and external constituents. Analyze discrepancies, investigate variances, and implement corrective actions as needed
- Develops a professional development plan and participates in development activities, such as attending classes, joining organizations, working on special projects, and serving on departmental WorkGroups, in order to enhance expertise in job areas.
- Adheres to FASO business continuity and quality assurance initiatives, documenting policies and procedures, designing quality control measures which can include testing of workflows, training supporting staff, cross training, and other duties as determined by the supervising manager

Required Qualifications

- Demonstrated thorough knowledge of finance policies, practices, and systems.
- Ability to independently gather required information to organize, and perform financial analysis assignments.
- Proven ability to effectively present information verbally and in writing in a clear and concise manner.
- Proven ability using spreadsheet and database software for complex financial analysis, fiscal management, and financial reports.
- Proven interpersonal skills with peers throughout the organization; strong service orientation and critical thinking skills; and attention to detail. Proven 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.
- Thorough knowledge and understanding of internal control practices and their impact on protecting University resources.
- Ability to use discretion and maintain confidentiality.
- Bachelor's degree in related area and / or equivalent experience / training.

Salary & Benefits



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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 range that the University reasonably expects to pay for this position is \$90,000-\$112,900

- This is a 100% full-time (40 hours per week), career position that is eligible for full UC benefits.
- This position is exempt and paid monthly.
- There are two openings
- This is a hybrid position. The person hired must report to work on-site at the Financial Aid and Scholarship Office, located in Berkeley, CA, on Tuesdays and Thursdays, subject to change. Work core hours are within 7AM-6PM. Subject to annual review.
- We are unable to sponsor or take over sponsorship of an employment Visa.

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 Disclosure

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



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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 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](#)

[UC Anti-Discrimination Policy](#)

[Abusive Conduct in the Workplace](#)

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.



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Contact

N/A

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