

**Financial Analyst (7709U) 77588**  
**University of California, Berkeley**

Direct Link: <https://www.AcademicKeys.com/r?job=255672>

Downloaded On: May. 2, 2025 9:17pm

Posted Apr. 15, 2025, set to expire Jul. 1, 2025

**Job Title** Financial Analyst (7709U) 77588  
**Department** Psychology  
**Institution** University of California, Berkeley  
Berkeley, California

**Date Posted** Apr. 15, 2025

**Application Deadline** Open until filled  
**Position Start Date** Available immediately

**Job Categories** Professional Staff

**Academic Field(s)** Fiscal Services  
Finance/Investment Management

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**Job Description**

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**Financial Analyst (7709U) 77588**

**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 Department of Psychology is a large, complex department within the College of Letters and Science (Division of Social Sciences). It includes almost 40 active faculty members, 16 career staff, 3 continuing lecturers, a number of visiting scholars and postdocs each year as well as a large cadre of Graduate Student Instructors and Graduate Student Researchers.

The fundamental missions of the University, teaching, research and community service, are all met by the Department. Our teaching program is quite large.

Psychology is an impacted major with almost 800 undergraduates and Department courses serve approximately 4,000 students each semester as well as a large Summer Sessions offering each year. The Department has approximately 90 graduate students pursuing doctoral degrees in five specialized sub-fields.

In research, the Department supports the work of a large number of life science labs in work with both human and animal subjects as well as an off- site Field Station. Psychology is closely linked with several major research institutes/ORUs on campus: The Institute of Human Development, the Institute of Personality and Social Research, the Institute of Cognitive and Brain Sciences; and the Helen Wills Neuroscience Institute and works in collaboration with their administration to meet the needs of our faculty. Our outpatient clinic serves the surrounding community by providing vital, low-cost psychiatric treatment and functions as a recharge unit.

### Application Review Date

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The First Review Date for this job is April 24, 2025

## **Responsibilities**

### **Financial Processing and Analysis:**

- Prepares, reviews, and approves financial transactions including complex financial journals, position funding entries, and salary cost transfers.
- Ensures the accuracy, control, and reporting of financial data. Maintains all department-based accounting/financial systems including real-time tracking procedures for financial statements for all non-contract and grant fund sources.
- Conducts regular audits of department practices and records to ensure all fund source reporting requirements for related financial activities are met. Takes proactive action to correct any discrepancies, providing guidance to staff as needed to improve compliance.
- Develop, prepares, and designs annual, quarterly, or ad-hoc reports, determining data needs, appropriate information sources, and data elements, applying campus policies and guidelines and recognizing changes in legal regulations, tax implications etc.
- Conducts complex fiscal close process for department and is responsible for ensuring fiscal closing concurrence for university accounting.
- Ensures adherence to cash and payment handling policies and procedures.
- Works closely with Research Assistants, Primary Investigators, students and department staff to resolve complex budgetary and financial issues, while ensuring compliance with campus policy.
- Oversee Procurement Card program.

### **Budgeting and Financial Projection:**

- Independently gather information, analyze, develop, prepare, forecast, and summarize future revenue, expenses and financial trends in the Psychology Department. Work closely with the Department Manager to propose and update future years budgets.
- Analyze and forecast staff /faculty salary budgets, current and future faculty commitment allocations, gifts, endowments, revenue from Summer Sessions, the Postbaccalaureate Program, and regular concurrent enrollment in order to create as accurate a financial model as possible.
- Perform and input the annual CalPlanning budget and forecast process and quarterly forecast updates.
- Ensure proper financial controls are in place to protect University and department resources, minimize risk, and keep spending appropriately in line with projections and department goals.
- Prepares documentation for faculty startup funding and manages financial liability due to commitments.

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**Policy Interpretation and Implementation:**

- Is responsible for the development and monitoring of policies and procedures for financial data management in the department.
- Collaborates with other staff to ensure that the financial needs of the department are met and provides analysis and reports for department and other campus units as needed.
- Assist in onboarding faculty and staff to familiarize them with financial policies and procedures of the campus and department.

**Career Development:**

- Participates in career development and training opportunities to maintain expertise in policies, procedures and technology needed for successful job performance and knowledge enhancements.
- Participates in department and campus committees as needed.

**Required Qualifications**

- 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.
- Must be proficient in use of Microsoft Office, Google productivity suite, and common desktop/web applications.
- 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.
- Proven ability to exercise sound professional judgment, strong decision-making skills and ability to develop original ideas to solve problems, while maintaining confidentiality.
- Must have expertise in campus financial systems including BFS, UCPath, BearBuy, CalPlanning,

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CDS/CashPro, Smart View, CalAnswers, Reimbursement System, and Student Award System (SIS) or comparable institutional/system knowledge.

- Bachelor's degree in accounting or business administration and/or equivalent experience/training.

### **Salary & Benefits**

This is a full-time career position. This position is eligible for up to 60% remote work within the United States with onsite work required. Exact arrangements are determined in partnership with your supervisor to meet role responsibilities and department needs and are subject to change.

This position is eligible for the full range of 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 salary range that the University reasonably expects to pay for this position is \$85,000 - \$117,500 annually.

### **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**

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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 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](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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