

Financial Analyst (7709U) - IEOR & BioE
University of California, Berkeley

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

Job Title	Financial Analyst (7709U) - IEOR & BioE
Department	
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) - IEOR & BioE

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 College of Engineering (COE) at UC Berkeley is recognized for its educational and research excellence, consistently ranking among the top three Engineering colleges in the United States. With more than 250 regular faculty members, 1, 800 graduate students and 3,200 undergraduate students located in seven academic departments, Engineering is the second largest college on the Berkeley campus.

The Industrial Engineering and Operations Research Department (IEOR) is an academic department within the College of Engineering (COE). IEOR is home to 16 core faculty, 6 emeriti, 2 lecturers, and several visiting scholars. The department offers bachelor's, master's, and doctoral degrees; as well as two professional master's programs - Masters of Engineering (MEng) in IEOR and Masters of Analytics. IEOR is at the forefront of research and teaching of operations research and analytics methods, as well as the advancement of quantitative methodologies to solve problems in the areas of healthcare, supply chains, energy, security, finance, and e-commerce. The department has strong ties with other departments in the UC Berkeley College of Engineering and enjoys close relationships with the departments of Statistics, Mathematics, and Economics, as well as with the Haas School of Business.

The Department of Bioengineering (BioE), established in 1998, is the newest Department in the College of Engineering (COE) and boasts the fastest growing and most competitive undergraduate COE major. BioE is home to 25 core, 7 joint faculty, and 7 emeriti. The Department of Bioengineering has four distinct degree programs. The Bachelor of Science in Bioengineering, a multidisciplinary and growing major intended for students who excel in the physical sciences, mathematics, and biology. The

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Master of Translational Medicine (MTM) program, a one-year professional masters program, offered jointly by Berkeley Bioengineering and the Department of Bioengineering and Therapeutic Sciences at UCSF, is designed for engineers, scientists, and clinicians who seek to bring innovative treatments and devices into clinical use. The Master of Engineering in Bioengineering (MEng) is a collaboration between Berkeley Bioengineering and the Fung Institute for Engineering Leadership, with an emphasis on engineering and entrepreneurship. A doctoral degree offered jointly between UC Berkeley-UCSF Graduate Program in Bioengineering, a unique multidisciplinary doctoral degree program with over 200 faculty from 15 departments in three colleges and two professional schools at Berkeley and 21 departments from all four professional schools at UCSF.

This position will complete financial actions for the departments of Industrial Engineering and Operations Research Department and Bioengineering Department.

The Financial Analyst will administer day-to-day financial/business functions and provide broad support for department financial services. The incumbent will be expected to effectively interact and achieve work objectives by maintaining sound working relationships with all stakeholders including departmental leadership, faculty, postdocs, graduate students, research assistants, and other Industrial Engineering and Operations Research & Bioengineering staff. Work is performed with minimal supervision and only general guidelines, requiring the exercise of independent judgment, application of appropriate UC and campus policies and advanced problem solving skills. The incumbent must be able to identify changing priorities and to apply excellent organization skills to effectively manage office workflow. The incumbent is expected to participate creatively in the development of departmental policies and procedures.

Application Review Date

The First Review Date for this job is: April 25, 2025 - Open Until Filled

Responsibilities

40%

- Performs complex financial or resource research and studies for various internal department constituents. Generates periodic financial reports. Financial and / or resource analysis could include budgetary analysis, financial analysis, staff or faculty salary or FTE analysis, recharge, student fees (self-supporting programs, professional school fees, course material fees, etc.).
- Manages all accounting functions including proper account/fund set-up, compliance with federal and UC regulations, monthly reconciliation of expenses, transfer of funds and expenses, and the

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fiscal close process. Reviews all appropriations and expenditures, maintains current spending plans for departmental fund-org combinations, prepares online financial journals and oversees post-audit reviews. Process all gift monies received. Ensures deposit of funds into correct account/fund and appropriate dissemination of information.

- Prepares, reviews, and approves financial transactions. Prepares financial reports, adjustments and journals for departmental activities. Distribute monthly BAIRS reports to each faculty member with funds managed by the department. Responsible for meeting all fiscal closing procedures and deadlines. Troubleshooting erroneous and inactive chartstrings, working with billing/recharge units to resolve billing issues.
- Identify and research unauthorized charges, overdrafts, and expenses which appear on financial reports and initiate action to reverse or correct as needed, including direct retros to transfer salary expenses or journal transactions to move expenses.

30%

- Applies professional concepts to perform moderate to complex financial analysis to understand past performance and determine present and future performance and resource allocations.
 - Utilizing various campus systems and tools including BFS, BAIRS, and Cal Answers, develop, prepare, and design annual, quarterly, and/or ad hoc reports to support the Directors of Administration and Department Operations in meeting the department's financial and strategic initiatives. Determine appropriate data needs, information sources, and data elements, by applying campus policies and guidelines and recognizing legal regulations, tax implications, etc., in order to provide expert advice and recommendations to the department leaders, manager, and faculty.
- Provides analytical support for complex budget and financial projects.
 - Ensures that the financial services such as BearBuy requests, payroll expense transfers, Earning Distribution Changes performed by BRS units on department funds are accurate.
 - Coordinate with stakeholders to review income and expenses associated with graduate student programs and activities.
 - Provides recommendations to department leadership on how best to utilize limited operating funds in support of instructional lab equipment and facility improvements as well as to support current department initiatives.

10%

- Coordinates and implements department budget allocations. Conceives of and maintains

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department chart of accounts, other data management tools, and related business processes. Performs SAS-115 reviews and maintains key financial controls checklist according to campus audit standards.

- Manages over \$22M in funds (\$11M in BioE, \$11.5M in IEOR).

10%

Independently gathers information as needed to perform analysis. Discern discrepancies with vendors/suppliers. Writes professional correspondence, reports and presentations. Serves as back-up staff. Serves as staff resource on policy and procedures. Researches existing policy, learn new business systems, and implement new changes to unit operations.

10%

- Provides department support in the areas of business process analysis and design, system or procedure testing and implementation, documentation, security, workflow, and customer feedback. May train staff, and as appropriate, creates an effective team environment.
- Documents procedures for financial activities.

Required Qualifications

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

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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 \$80,400 to \$112,900 yearly (\$6,700.00 to \$9,408.34 monthly). This is a 100% FTE career position eligible for full benefits. This position is FLSA Exempt and paid monthly.

Referral Source info

This job is part of the Employee Referral Program. If a UC Berkeley employee is referring you, please ensure you select the **Referral Source** of "UCB Employee". Then enter the **Employee's Name** and **Berkeley E-mail** address in the **Specific Referral Source** field. Please enter only one name and email.

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

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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

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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

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