

**Recharge Analyst (4754C), Berkeley IT - 77662**  
**University of California, Berkeley**

Direct Link: <https://www.AcademicKeys.com/r?job=255893>

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Posted Apr. 16, 2025, set to expire Jul. 1, 2025

**Job Title** Recharge Analyst (4754C), Berkeley IT - 77662  
**Department** Berkeley IT  
**Institution** University of California, Berkeley  
Berkeley, California

**Date Posted** Apr. 16, 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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**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 Business Operations unit enables the Berkeley IT organization to strategically manage our resources and high-priority initiatives, optimize our day-to-day operations, and provide leadership with the metrics and data they need to make informed decisions.

### Position Summary

The Berkeley IT Recharge Analyst supports internal recharge groups by ensuring accurate and timely billing for IT services provided to campus departments. They assist with inquiries from UCB, other UC campuses, and affiliates regarding IT recharges and reconcile vendor charges to maintain accurate billing data. Services covered include telephony, data network recharge, UC backup, virtual machines, data storage, website hosting, and more.

These services include: all flavors of telephony (Centrex, PBX, circuits, 1MBs), Data Network Recharge, UC backup, virtual machines, data center colocation, UNIX administration, DBA support, website hosting, technician hourly charges, voice/data equipment, data storage, conference services, cellular, and project billing.

### Application Review Date

The First Review Date for this job is: 04/28/2025.

### Responsibilities

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Performs moderately complex financial and accounting analyses related to Berkeley IT services, ensuring compliance with regulations and internal policies. Supports the UC Berkeley campus and affiliates by resolving recharge and billing inquiries, reconciling vendor invoices, issuing credits, and preparing financial reports for decision-making.

Provides guidance and training to departments on billing tools and cost-saving strategies, maintains campus access to the IT Service Catalog, and supports internal recharge processes through troubleshooting, analysis, and coordination with the development team.

Oversees accurate financial processing, partners in system enhancements by gathering requirements and testing, and contributes to internal audits and documentation efforts. Maintains the Telecom Catalog knowledge base, manages journal entries in BFS, and ensures high-quality customer service and responsiveness to feedback. Actively engages in ongoing professional development and additional duties as needed.

### Required Qualifications

- Working knowledge of financial processes, policies, and procedures.
- Knowledge of financial data management and reporting systems.
- Must be proficient in the use of Microsoft Office and common desktop/web applications.
- Strong interpersonal skills, analytical skills, service orientation, active listening, critical thinking, attention to detail, ability to multi-task in a high-volume environment, organizational skills, effective verbal and written communication skills, sound judgment, and decision-making.
- Skills to provide coaching and mentoring to support staff.
- Bachelor's degree in related area 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 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

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experience.

The budgeted hourly range that the University reasonably expects to pay for this position is \$29.31 - \$39.85.

### How to Apply

- To apply, please submit your resume and cover letter.

### Other Information

This position is governed by the terms and conditions in the agreement for the Clerical & Allied Services Unit (CX) between the University of California and Teamsters Local 2010. The current bargaining agreement manual can be found at: <http://ucnet.universityofcalifornia.edu/labor/bargaining-units/cx/index.html>

- This is not a visa opportunity.

### 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.

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

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

[UC Anti-Discrimination Policy](#)

[Abusive Conduct in the Workplace](#)

**Equal Employment Opportunity**

[U.S. Equal Employment Opportunity Commission](#) poster.

The [University of California's Affirmative action policy](#).

The [University of California's Anti-Discrimination policy](#).

**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.

**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)

**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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