

Financial Analyst (7709U) 77881
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=256269>

Downloaded On: Apr. 30, 2025 6:00pm

Posted Apr. 28, 2025, set to expire Jul. 1, 2025

Job Title	Financial Analyst (7709U) 77881
Department	Department of Sociology and Department of Demography
Institution	University of California, Berkeley Berkeley, California
Date Posted	Apr. 28, 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

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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.

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 Sociology and The Department of Demography are within Social Sciences Division in the College of Letters and Science. Sociology and Demography are separate academic units with their own programs and dedicated staff. Together these departments constitute over 30 faculty FTE (including Adjuncts, Professors of the Graduate School, active emeriti); 13 visiting instructors, 18 visiting scholars, and approximately 160 ASE appointments. The Department of Sociology has over 600 undergraduate majors and 140 doctoral degree students. The organizations include over 24 department support staff members; Financial resources include approximately \$14M in annual funding including extramural funding.

Application Review Date

The First Review Date for this job is May 8, 2025

Responsibilities

Budget Oversight & Finance Analysis

- Provide analytical support for highly complex budget, financial, and resource projects for Sociology Department, Demography Department, and the Berkeley International Study Program (BISP).
- Direct, initiate, design and provide analytical studies, summary reports and background materials for campus or department stakeholders for financial and/or resource plans, including annual

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resource allocation approaches, trended future requirements, operating forecasts, sources and uses, etc.

- Generate, modify, and conceive new financial or other resource reports, strategic planning and modeling, analysis and forecasting of staff/faculty salary budgets, campus awards, gifts, or endowments. Make recommendations for maximizing financial or other resource outcomes.
- Work closely with the Manager to anticipate and plan for short-term and long- range financial needs.
- Determine most effective strategies to respond to budget reductions or allocations of new funds.
- Provide operational fiscal oversight of the departments' annual expenditures of approximately \$14M. Monitor spending to prevent cost overrun.
- Monitor financial activities in all departmental funds, including campus awards, endowments and other gifts.
- Manage and track Executive Vice Provost and Chancellor, College of Letters and Science and department commitments. Request allocations, monitor spending, and update central database accordingly.
- Review campus grant budget proposals; review campus terms and conditions of awards to ensure sound administration of funds; monitor fund balances; advise faculty on policies, procedures, deadlines, and other requirements; provide financial reporting to faculty and Chairs; handle all close-out activities.
- Respond to requests for data from Manager, Department Chairs, BISP Director, the College of Letters and Science, and other relevant campus units. Provide reporting of data that will be entered into CalPlanning by the College.
- Provide regular financial reporting to Department Chairs, Manager, BISP Director, and faculty, including detailed analysis of financial data as requested.
- Perform highly complex financial or resource research and studies for both internal department and external campus constituents.
- Maintain a sound and comprehensive understanding of business and financial policy and campus fund allocation guidelines. Ensure that all financial transactions are executed in accordance with university policy, A-21 contract/grant guidelines, specific contract/grant requirements, endowment restrictions, and generally-accepted accounting practices (GAAP).
- Maintain the unit's chart of accounts in alignment with campus guidelines such that proper financial and budgetary record-keeping, and clear, efficient and readily- accessible financial reports are ensured.
- Coordinate all fiscal closing activities, ensuring deadlines are met and the unit's accounts close in accordance with the university's Deficit Resolution policy.

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Business Process Design and Implementation for Sociology and BISP

- Provide business process analysis and design, system or procedure testing and implementation, documentation, and workflow.
- Plan and respond to changes in federal, state, and UC policies, procedures, and systems and to campus and department priorities.
- Create and maintain internal business processes and procedures, adhering to campus requirements and guidelines.
- Evaluate and modify internal processes and procedures to maximize efficiency and effectiveness.
- Act as primary liaison between department and central campus units to obtain accurate interpretation and thorough understanding of new and/or revised campus financial policy.
- Train appropriate team members on new or revised campus financial policy.
- Communicate campus financial policy and procedure changes to department faculty and staff.
- Maintain business services component of the department's website. Keep policies and procedures up-to-date and reimbursement forms and links current.

Business and Financial Operations for Sociology and BISP

- Manage all aspects of accounts payable activities, including vendoring, purchase orders, university credit card transactions, etc.
- Oversee complex financial transactions and departmental transactions processed by other staff and Berkeley Regional Services to resolve potential issues.
- Serve as subject matter expert on financial and budgetary issues in order to advise senior management, faculty, students, and staff on policies and procedures governing financial transactions and related activities.
- Manage all day-to-day financial activities including, but not limited to, the processing of all funds transfers, expenditure adjustments, and salary cost transfers in compliance with university regulations.
- Serve as approver of purchase and payment requests submitted by other staff and faculty.
- Process student awards in the Student Information System for faculty awards.
- Act as the primary liaison for financial and business transactions between department and Berkeley Regional Services.
- Maintain necessary and required records and documentation in support of business transactions.
- Possess a thorough understanding of campus systems (e.g., Berkeley Regional Services, Central Accounting, BFS, UCPATH, as well as practical application of these systems)-including

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CalPlanning, the specific usage of which is defined by the College.

Serve as Backup to Sociology's Manager in Financial and Budgetary Functions.

- Attend meetings, represent departments, and disseminate relevant information.
- Lead the unit's financial services team, including department's payment processor and transactions reconciler.
- Assist with recruiting departmental employees who perform purchasing and financial duties and train accordingly.

Required Qualifications

- Thorough knowledge of financial processes, policies and procedures.
- Thorough knowledge of financial data management and reporting systems.
- Strong proficiency in the use of spreadsheet and database software.
- 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; ability to develop original ideas to solve problems.
- Ability to function effectively as a member of a team.
- Ability to adapt to changing priorities.
- Thorough knowledge and understanding of internal control practices and their impact on protecting University resources.
- Leadership skills to provide guidance, coaching and mentoring to professional and support staff.
- Bachelor's degree in related area 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. 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

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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 \$80,400 - \$105,000, annually.

How to Apply

To apply, please submit your resume and cover letter.

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 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.

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"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.

Contact

N/A

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