

**Financial Services Analyst 2 (4754C), Payroll - 78035**  
**University of California, Berkeley**

Direct Link: <https://www.AcademicKeys.com/r?job=256508>

Downloaded On: Jun. 21, 2025 12:38pm

Posted May 5, 2025, set to expire Jul. 1, 2025

|                             |   |
|-----------------------------|---|
| <b>Job Title</b>            | Financial Services Analyst 2 (4754C), Payroll - 78035                 |
| <b>Department</b>           |   |
| <b>Institution</b>          | University of California, Berkeley<br>Berkeley, California            |
| <b>Date Posted</b>          | May 5, 2025   |
| <b>Application Deadline</b> | Open until filled   |
| <b>Position Start Date</b>  | Available immediately   |
| <b>Job Categories</b>       | Professional Staff  |
| <b>Academic Field(s)</b>    | Finance/Investment Management<br>Fiscal Services                      |
| <b>Apply Online Here</b>    | <a href="https://apptrkr.com/6201127">https://apptrkr.com/6201127</a> |
| <b>Apply By Email</b>       |   |
| <b>Job Description</b>      |   |

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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

Handles financial tasks of moderate complexity, including data analysis and problem-solving. Responsibilities include responding to emails, processing monthly checks, managing journals, handling payroll imputed income, and learning foreign tax regulations using the Glacier system.

### Position Summary

Applies professional financial services concepts and adheres to organizational policies and procedures to resolve moderately complex issues. Handles financial challenges of moderate scope, requiring analyzing data and situations through a comprehensive review of multiple factors to develop effective solutions. Responsibilities include responding to emails, producing monthly checks, managing various journals, processing payroll imputed income charges, and learning foreign tax regulations using the Glacier system.

### Application Review Date

The First Review Date for this job is: May 15, 2025

### Responsibilities

Non-residence tax compliance administrative duties:

- Use Glacier Software, an online platform used by the University to manage the tax compliance of nonresident aliens (NRAs) for U.S. tax purposes.

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- Provide email customer support to address customer questions.
- Setup Glacier records.
- Review tax forms and documents.
- approve transactions and release payments in BearBuy, Accounts Payable, and the Campus Solutions system.
- Provide guidance and direction to campus and ensure actions comply with UC policy and tax regulations.

Imputed Income:

- Determine imputed income for employees based on taxable fringe benefits, such as relocation expenses, vehicles, or other non-cash compensation.
- Confirm correct documentation was received and track all imputed income transactions, including any adjustments for compliance with tax regulations.
- Confirm reporting of imputed income on employee paychecks is correct.
- Provide customer support and answer imputed income related questions and explain taxable fringe benefits.

Customer Service Support:

- Ensure timely replies to incoming emails, typically within 24 hours or less.
- Craft clear, concise, and professional responses that accurately address the inquiry or concern raised by the sender.
- Respond to inquiries with relevant and accurate information, offering solutions or directing the email to the appropriate department or individual if necessary.
- Keep track of ongoing email threads and follow up as needed to ensure resolution or to update the sender on progress. Prioritize urgent or high-priority emails and escalate issues to the appropriate parties and supervisor if necessary.

Journal Pay Processing:

- Prepare and record journal entries for various financial transactions, ensuring they comply with company policies, accounting standards, and relevant regulations.
- Review and verify financial data from the General ledger before posting journal entries to confirm accuracy and completeness.
- Maintain accurate and organized records of all journal entries for audit and reporting purposes,

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verify proper documentation and tracking of each entry.

- Review and Confirm that journal entries adhere to internal controls and accounting principles (GAAP, IFRS) to maintain compliance with financial reporting standards.

**Monthly check remittance:**

- Produce monthly checks for gift service, union dues, and various regional departments through the accounts payable system.
- Review and verify all payment details, including amounts, payee information, and relevant supporting documentation to ensure accuracy before processing.
- Ensure timely distribution of monthly checks to the appropriate recipients, whether by physical mail or direct deposit, while maintaining confidentiality and security.

**Student Information System data review and payment release:**

- Conduct data analysis using the Campus Solutions system to identify scholarship/fellowship holds on student accounts because of missing or incomplete information.

**Special Projects:**

- Participates in special projects such as tax treaty renewal, documenting processes and procedures for the Glacier system, assisting with audit requests, and Glacier clean-up.

**Required Qualifications**

- Working knowledge of financial processes, policies and procedures.
- Strong knowledge of financial data management and reporting systems.
- 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 function effectively as a member of a team.
- Ability to adapt to changing priorities.
- Intermediate knowledge and understanding of internal control practices and their impact on protecting University resources.

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- 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 experience.

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

- This is a full-time, Career position that is eligible for full UC benefits.
- This is a non-exempt, bi-weekly paid position.

### **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.
- This position is eligible for up to 75% remote work. Exact arrangements are determined in

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partnership with your supervisor to meet role responsibilities and department needs, and are subject to change.

### 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:

[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](#)

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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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