

Accountant (4754C), Facilities Services - 78222
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=256844>

Downloaded On: May. 13, 2025 5:02am

Posted May 12, 2025, set to expire Jul. 1, 2025

Job Title Accountant (4754C), Facilities Services - 78222
Department Facilities Services
Institution University of California, Berkeley
Berkeley, California

Date Posted May 12, 2025

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Fiscal Services

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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 1868, we have driven innovation, creating global intellectual, economic and social value.

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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

Facilities Services works to continuously improve the campus in partnership with all members of the University community to ensure that classrooms, laboratories, and offices support teaching, learning and research. Through the efforts of over 400 dedicated staff members and serving over 10M building square feet and 1100 acres, Facilities Services includes the asset management program, custodial services, maintenance operations, engineering and technical services, environmental services, grounds operations, the Cal Zero Waste program.

As a member of accounting unit, the Accountant is responsible for processing and servicing of a variety of operational, personnel, and financial transactions and services. Includes cashiering, payroll, accounts receivable, accounts payable, collections, data collection and data entry, analysis, review and control, customer servicing, and reporting. This position is vital to properly account for purchases and services within the \$83M budget. This position will also recharge expenditures to affiliate client as necessary.

Application Review Date

The First Review Date for this job is: May 22, 2025

Responsibilities

- Assists with ensuring that financial processing functions, which may include Accounts Payable, Accounts Receivable, Cashiering, and Collections, are performed with accuracy and that daily operations run smoothly.
- May act as team leader for support staff.
- Trains staff and creates an effective teamwork environment.

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- Processes invoices in BearBuy and validates invoices in the Maximo work order system.
- Prepares and inputs sundry debtor billing charges into CARS (Campus Accounts Receivable System).
- Collaborates with the Purchasing team regarding change orders and unresolved invoices.
- Delivers quality customer service to various constituencies, including internal department clients and external vendors.
- Functions as a resource to support staff on issues such as researching complex financial discrepancies, escalated customer service problems, and vendor concerns via email, phone, and in-person communication.
- Responsible for processing and servicing a variety of operational, personnel, and financial transactions and services.
- Includes cashiering, payroll, accounts receivable, accounts payable, collections, data collection and data entry, analysis, review and control, customer servicing, and reporting.
- Reviews, processes, and helps prepare and approve standardized financial data and transactions.
- Prepares basic financial journals to post recharge activities to campus clients per MOUs.
- Helps document processes and procedures for financial activities within the ProMapp system.
- Identifies areas for process improvement and documents processes as changes occur within the office.
- Conducts or assists with researching, developing, and implementing new and changing business processes.
- Under general supervision, researches and gathers information from a variety of sources.
- Prepares and summarizes information and reports relative to new services, regulatory compliance issues, and/or vendor selection and support activities.
- Applies professional financial and accounting concepts to independently perform analyses of moderately complex financial services.
- Researches discrepancies and ensures compliance with external regulations and internal policies.

Required Qualifications

- Demonstrated ability to juggle heavy deadline-driven workload and set priorities.
- Working knowledge of financial processes, policies and procedures.
- Requires ability to present information in a clear and concise manner both in writing and verbally.
- Must be proficient in use of Microsoft Office and common desktop/web applications, including excel.
- 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,

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effective verbal and written communication skills, sound judgment and decision-making.

- Skills to provide coaching and mentoring to support staff and student interns.
- Ability to work both independently and as a team member.

Education/Training:

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

Preferred Qualifications

- Experience with and/or ability to learn campus specific systems - BFS, Bear Buy, CARS, CDS preferred.

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 \$29.31 - \$39.85. This is a non-exempt, bi-weekly paid position.
- This is a full-time, Career position that is eligible for full UC benefits.
- This position is eligible for up to 60% remote work. Exact arrangements are determined in partnership with your supervisor to meet role responsibilities and department needs, and are subject to change.

How to Apply

To apply, please submit your resume and cover letter.

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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

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](#)

Other Information

- This is not a visa opportunity.
- 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>

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

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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

University of California, Berkeley

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