

**Budget Analyst (7709U) - 77885**  
**University of California, Berkeley**

Direct Link: <https://www.AcademicKeys.com/r?job=257281>

Downloaded On: May. 23, 2025 12:39am

Posted May 22, 2025, set to expire Jul. 1, 2025

**Job Title** Budget Analyst (7709U) - 77885

**Department**

**Institution** University of California, Berkeley  
Berkeley, California

**Date Posted** May 22, 2025

**Application Deadline** Open until filled

**Position Start Date** Available immediately

**Job Categories** Professional Staff

**Academic Field(s)** 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 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

The Goldman School of Public Policy (GSPP) has 30 ladder rank faculty, 12 emeriti faculty, more than 70 staff members, and more than 30 academic Lecturers. GSPP occupies seven buildings (both on and off-campus) with more than 40,000 assignable square feet; within those buildings are eight classrooms and more than 100 offices. It is home to more than 10 research centers led by GSPP faculty.

GSPP is primarily a graduate school, with four degree programs at the graduate level: the Master of Public Policy (MPP); a Self-Supporting Degree Program - the Master of Public Affairs (MPA); the Master of Development Practice (MDP); and our PhD program in Public Policy. Its annual budget is approximately \$40M, made up of revenue sources including current use and endowed philanthropy funds, contracts and grants, supplemental tuition from the MDP and MPP programs, self-supporting degree revenue from the MPA, and state funding. GSPP enrolls more than 1500 undergraduates annually in elective classes, and has more than 600 students in its undergraduate minor. GSPP has approximately 330 Master's degree candidates, 20 PhD students, and more than 3,000 alumni. GSPP hires more than 60 graduate student instructors, readers, lecturers and graduate student researchers annually. Its constituency also includes parents, friends and a number of organizations representing state, federal and local government and policy organizations.

GSPP has been ranked first among Policy Analysis schools in the US for more than 20 years by US News and World Report. GSPP is also consistently ranked as one of the top graduate schools of Social Policy, and ranked fourth nationally in the fields of Public Affairs and Environmental Policy & Management. GSPP faculty represent the top researchers in their respective fields-including economics, political science, law, social psychology, and engineering-and their expertise ranges from education policy to racial profiling to clean energy. Fundamental to GSPP's success is our culture,

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shaped by individuals from across the globe whose diverse perspectives and life experiences enrich our community. GSPP students, faculty, and staff are characterized by high quality work, exceptional talent and creativity, broad experience, and a shared commitment to our public mission, which is always at the forefront.

### **Position Summary**

The Budget Analyst is a member of the Goldman School of Public Policy's Finance Team. The Budget Analyst provides leadership and expertise in strategic planning, management, and oversight of all financial operations for units within the School. The incumbent insures that proper internal controls and accountability are in place with respect to financial activities in order to guarantee compliance with all applicable federal and state laws and university policies and regulations. The position involves developing, interpreting and implementing financial concepts for financial planning, resource planning (dollars), and control of organizational budget. Analyze and prepare recommendations for financial plans, including annual resource allocations, future requirements, and operating forecasts.

### **Application Review Date**

The First Review Date for this job is: 06/03/2025.

### **Responsibilities**

#### Analysis and Reporting

Provides analytical support to CFO, Dean, and Department Managers and Center Directors for complex budget, financial, or resource analysis projects and for reports required by central campus offices and UCOP. Examples include annual SSGPDP & PDST fee proposals, campus Reserve Analysis project, and quarterly Key Controls. Prepares appropriate data and reports descriptive of the budgetary and fiscal character of the School and its respective entities for use in analyses and annual reporting. Prepares and distributes quarterly financial reports for all departments and research centers.

#### Oversight and Reconciliation

Prepares, reviews, and/or approves financial transactions. Documents procedures for financial activities. Ensures that the appropriate internal controls are addressed, maintained and strengthened to protect University resources. Reviews, processes, approves, monitors & reconciles financial data and transactions utilizing broad knowledge of campus, federal and state policies and procedures to assure audit standards compliance and effective deployment of resources. Researches and resolves

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funding and expense errors. Initiates fund transfers, financial journals, direct retro (payroll transfers) as needed; understands and can explain how expenses flow to budgets, such as fee remissions and benefits assessments.

### Planning and Implementation

Collaborates with departmental managers & research center directors to develop and maintain their annual budget; to map expenses and revenues to planned budgets; to identify variances as they occur; and to modify Forecasts as appropriate. Resolves discrepancies and ensures adherence to UC policies and procedures. Applies professional concepts to perform moderate to complex financial or resource analysis to understand past performance and determine present and future performance and / or resource allocations. Advises department managers, CFO, Dean and Center/Facility Directors on financial strategies and devises creative approaches to resource allocation and management to achieve programmatic goals.

### Business Process Analysis

Provides department/center support in the areas of business process analysis and financial systems, including but not limited to: the Berkeley Financial System (BFS), CalPlanning, the financial reporting systems (CalReporting, CalAnswers), and BearBuy. Serves as an information and training resource to the School & its constituency on University, local campus and School financial policies, practices and procedures, and systems, providing leadership and utilizing extensive knowledge base to allow the School to function at maximal effectiveness. Reviews and interprets University, departments, and centers/facilities business policies and processes in the areas of budget and accounting.

### Training and Development

Recommends and participates in workshops, trainings, and other professional development activities (e.g., people management courses etc.). Completes all mandated training for UC employees. Other duties as assigned; may involve evening and weekend work, depending on project needs, deadlines, and external constituent demands.

### **Required Qualifications**

#### Financial Analysis Knowledge & Skills:

- Thorough knowledge of finance policies, practices, and systems.

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- Proven ability using spreadsheet and database software for complex financial analysis, fiscal management, and financial reports.
- Ability to independently gather required information to organize, and perform financial analysis assignments.
- Thorough knowledge and understanding of internal control practices and their impact on protecting University resources or similar organization.

### Berkeley Financial Environment Skills:

- A working knowledge of and/or can quickly learn UC Berkeley's chart of accounts, its financial systems and tools (BFS, CalAnswers, CalPlanning, SmartView, BearBuy, UC Path, CDS, SmartSheet), and its financial standards and policies.

### Communication Skills:

- Ability to communicate financial figures, concepts, and analyses effectively to a diverse audience.
- Proven ability to effectively present information verbally and in writing in a clear and concise manner.
- Ability to maintain confidentiality, objectivity, sensitivity, discretion, professionalism, and exercise good judgment and tact.

### Interpersonal/Collaborative Abilities:

- Ability to serve as strategic thought partner for CFO, CAO, Dean, as well as for department managers, research center directors, faculty, and other members of the GSPP community.
- Strong customer service orientation.
- 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 function as a member of a team.
- Demonstrated ability to work effectively and collaborate with individuals and groups from a wide range of backgrounds, experiences, and perspectives.
- Demonstrated commitment to fostering an inclusive and supportive environment that promotes collaboration and mutual respect among all members of the UC Berkeley community and its stakeholders.
- Must demonstrate strong interpersonal skills, including the ability to engage with and understand

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individuals from varied academic, socioeconomic, cultural, disability, gender, and ethnic backgrounds.

**Project Management Skills:**

- Results-driven; capable of working independently with minimal oversight.
- Ability to adapt to changing priorities.
- Ability to juggle competing priorities successfully with a moderate to high volume of work in a complex working environment.
- High-level organizational skills and attention to detail.
- Comfortable, flexible, and adaptable in a high-pressure, shifting environment.

**Education/Training:**

- 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 annual salary range that the University reasonably expects to pay for this position is \$85,000.00 - \$105,000.00.

**How to Apply**

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

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### **Other Information**

- This is not a visa opportunity.
- 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. While this job may allow for some hybrid activity, it is not eligible for 100% remote work.

### **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](#)

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**Equal Employment Opportunity**

The University of California is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, protected veteran status, or other protected status under state or federal law.

**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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