

Financial Analyst III (7709U), Rausser College of Natural
Resources - 78445
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=257283>

Downloaded On: May. 23, 2025 9:55am

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

Job Title	Financial Analyst III (7709U), Rausser College of Natural Resources - 78445
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

Rausser College of Natural Resources embraces the University of California's public mission, serving the people of California, our nation, and the world. We conduct fundamental and applied research in the biological, physical, and social sciences. We train and educate future leaders and scholars, and engage with public and private partners to meet the pressing social and environmental challenges of our time. Through our research, teaching, and outreach, we seek equitable, scalable, and innovative solutions that address the climate crisis, promote ecological and economic sustainability, and improve human health and well-being. We are one of the USDA's Agriculture & Experiment Stations and a Cooperative Extension campus-based unit. The Dean's Office team provides support to our four academic departments, one augmented graduate group, and several research/recharge centers and facilities, in the areas of academic personnel, budget and finance, communications, development, facilities, IT, and new initiatives.

Position Summary

This position is in the Rausser College of Natural Resources Dean's Office finance group and provides leadership and expertise in strategic planning, management, and oversight of all financial operations for select units within the College. The incumbent ensures 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. The position reports to the Director of Financial Affairs, Research, and Extension.

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Application Review Date

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

Responsibilities

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.
- Processes inter-campus and inter-location fund transfers.
- Provides guidance for college units or departments on undergraduate & graduate student awards paid from college or departmental endowment funds.
- Manages course material fees.
- Works closely with Research Administration to recover deficits that were written off from faculty research funds to department funds.

Independently gathers information as needed to perform complex financial and resource analysis.

- Analyzes, prepares and summarizes recommendations for financial and/or resource plans, including annual resource allocation approaches, trended future requirements, operating forecasts, sources and uses, etc.
- Designs and analyzes monthly and/or quarterly budget and expense reports, summarizing data and documenting trends for the College's entities.
- Monitors compliance with legal, systemwide, federal, and campus policies and procedures.
- Advises administrative officers to ensure that budget and finance policies are properly implemented.
- Applies professional concepts to provide monthly or quarterly projections, analyzes spending patterns, and recommends adjustments.

Provides analytical support to the department managers, Chairs, Dean and Center/Facility Directors for complex budget, financial, or resource analysis projects, and prepares reports required by central

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campus offices and UCOP.

- Examples include annual Recharge Self-Certifications, campus Reserve Analysis project, and REEPort.
- Prepares appropriate data and reports descriptive of the budgetary and fiscal character of the College and its respective entities for use in analysis and annual reporting to funding agencies.

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, Chairs, Dean and Center/Facility Directors on financial strategies and devises creative approaches to resource allocation and management to achieve programmatic goals.

Coordinates and implements department/center/facility budget allocations.

- Conceives of and maintains department chart of accounts, other data management tools, and related business processes.
- Reviews, analyzes and proactively makes and implements recommendations that improve the effectiveness of the College's chart of accounts.

Provides department, center/facilities support in the areas of business process analysis and design, system or procedure testing and implementation, documentation, security, workflow, and customer feedback.

- Serves as resource to departments, centers/facilities, and college units by providing leadership and extensive knowledge base to allow the unit to function at maximal effectiveness.
- Reviews and interprets University, departments, and centers/facilities business policies and processes in the areas of budget and accounting.

Required Qualifications

- Thorough knowledge of finance policies, practices and systems.
- Has ability to independently gather, organize, and perform financial analysis assignments.

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- Requires ability to present information in a clear and concise manner both in writing and verbally.
- Excellent analytical, organizational, and problem-solving skills.
- Provide attention to detail and accuracy and ability to work with constantly shifting priorities and deadlines.
- Ability to multitask and work under tight deadlines.
- Experience working independently, creatively, taking the initiative to define and execute tasks.
- Ability to develop a collaborative working relationship with a broad range of individuals in an academic setting.
- Strong computer skills with proficiency in use of Microsoft Office and common desktop/web applications.
- Thorough knowledge of and/or can quickly learn university, state, and federal policies for fund management, procurement, payroll, contract and grant administration and recharge unit operations.
- Bachelor's degree in related area and/or equivalent experience/training.

Preferred Qualifications

- Knowledge of and/or can quickly learn the University's Infrastructure and policies and procedures.
- Expertise working with and/or can quickly learn BFS, Cal Answers, UCPATH, Student Information System (SIS), Gradlink-on-the-Web (GLOW), Campuswide Alumni/Development System (CADS), and Cashier's Deposit System (CDS).
- Minimum 10 years of experience with UCB policies and procedures regarding financial operations, preferably in an academic department or within a similar organization.

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 annual salary range that the University reasonably expects to pay for this position is \$85,000.00 - \$106,400.00.

- This is a full-time, Career position that is eligible for full UC benefits.
- This is an exempt, monthly-paid position.

How to Apply

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

Driving Required

- Required to hold valid driver's license, have a driving record that is in accordance with local policies/procedures, and/or enroll in the California Employer Pull Notice Program.

Other Information

- 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.

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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 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

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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

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