

Financial Analyst 3 (7709U), Student Affairs Finance -
78835
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=258166>

Downloaded On: Jun. 13, 2025 4:10pm

Posted Jun. 11, 2025, set to expire Jul. 1, 2025

Job Title	Financial Analyst 3 (7709U), Student Affairs Finance - 78835
Department	Student Affairs Finance
Institution	University of California, Berkeley Berkeley, California
Date Posted	Jun. 11, 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 mission of Student Affairs Finance is to provide accurate and timely analysis and support that clients can trust. Our value added services are forged through strategic partnerships that empower our clients in their decision making to enhance the student experience.

Position Summary

We are looking for staff who embody our aspirational culture to create a great workplace where staff trust the people they work with, take pride in what they do, and feel a sense of community in support of the student experience.

Application Review Date

The First Review Date for this job is: 06/23/2025.

Responsibilities

Budget Management:

- Performs moderate to complex tasks required to manage and oversee portfolio of budgets, including but not limited to: coordinates and implements department budget allocations, processes changes as a part of position management, reviews and validates financial and accounting statements, owns and maintains department chart of accounts, data management

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tools, and related business processes.

- Ensures stability, accuracy and compliance of budgets.
- Builds relationships with and partners with budget owners to support them and provide guidance with all financial aspects related to their departmental operations; answers questions, investigates issues, and provides pertinent information in an effort to promote financial sustainability.

Budget Development:

- Gathers, analyzes, prepares and summarizes recommendations for financial and/or resource plans, including annual resource allocation approaches, trend analysis to assess future requirements, operating forecasts, sources and uses, etc.
- Contributes to the divisional budget by developing and delivering a detailed, comprehensive annual budget for assigned portfolio in-line with the budget cycle.
- Understands the budget process and the assigned budgets in detail and in doing so, provides guidance and recommendations to various stakeholders as far as access to additional resources, processes and procedures, and specific impacts of the budget.

Analysis and Ad-Hoc Projects:

- Applies professional concepts to perform moderate to complex analysis to understand past performance and determine present and future performance and/or resource allocations.
- Supports and at times performs complex financial or resource research and studies for a variety of internal department constituents.
- Examples include generating, modifying, and conceiving of new financial or other resource reports; analyzing and forecasting staff/faculty salary budgets, contracts, grants, gifts, endowments, or user fees.
- Designs, develops, builds and implements various ad hoc projects and processes

General Systems:

- Provides department support in the areas of business process analysis and design, system or procedure testing and implementation, documentation, security, workflow, and customer feedback.
- Develops proficiency in all data and financial systems and is able to utilize the tech and tools available to increase accuracy and efficiency of the job.
- Actively participates in the ongoing process of anticipating and solving problems, communicates ideas and feedback, and engages with the team in collaboration.

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- In order to enhance job expertise, each employee will own their professional development (PD) plan, which can include: participation in training, such as attending classes, systemwide or campus training; project specific assignments; or serving on departmental or campus-wide committees

Required Qualifications

- Ability to independently gather required information to organize, and perform financial analysis assignments.
- Ability to self-prioritize work based on known information and alter priorities as new information becomes available.
- Present and communicate information and recommendations in a clear and concise manner in written, verbal, visual, and data forms
- Demonstrated knowledge of or ability to quickly learn Campus (Oracle based) budget planning, accounting and financial reporting systems, HR and payroll software, and any related inquiry and report generation functions.
- Produce professional quality graphic budget and financial presentations, financial summaries and/or reports, and metrics that articulate a unit's financial status.
- Advanced computer skills that include but are not limited to: Microsoft Office Suite of Products, ERP, Database tools, Excel skills (data manipulation, pivot tables, complex formulas, financial modeling, spreadsheet and database software for detailed financial analysis), fiscal management, and financial reports.
- Demonstrated business partner support experience.
- Strong customer service skills, capability to interact with variety of groups and/ or individuals at all levels within the organization.
- Ability to independently and proactively engage with team and stakeholders to identify issues, gather information, provide recommendations, and ensure understanding of complex issues, tasks, or prioritization.
- Experience leading both independent and team projects which include financial processes and communicating data, and manage project timelines and deliverables.
- Bachelor's degree in Finance, Accounting, Business or related fields, and/or equivalent years' experience/training.

Preferred Qualifications

- Advanced degree (MBA) and formal education or experienced in finance is preferred and/or equivalent years' experience/training.

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- 4-7 years of direct, progress growth in budget development and financial planning analysis experience.
- Experience in processing monthly financial journal entries.
- Knowledge and experience in fund accounting.
- Project management experience.

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 \$108,000.00 - \$117,000.00.

- This is a full-time (40 hrs a week), career position that is eligible for UC Benefits.
- This is an exempt monthly-paid position.

How to Apply

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

Other Information

- This is not a visa opportunity.
- This position is eligible for up to 90% remote work. Exact arrangements are determined in partnership with your supervisor to meet role responsibilities and department needs, and are subject to change.

Conviction History Background

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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

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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