

Service Lead, Berkeley Financial Systems (0540U),  
Controller's Office - 78810  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=258168>

Downloaded On: Jun. 13, 2025 3:23pm

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

<b>Job Title</b>	Service Lead, Berkeley Financial Systems (0540U), Controller's Office - 78810
<b>Department</b>	Controller's Office
<b>Institution</b>	University of California, Berkeley Berkeley, California
<b>Date Posted</b>	Jun. 11, 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>	Fiscal Services Finance/Investment Management
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**Job Description**

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**Service Lead, Berkeley Financial Systems (0540U), Controller's Office - 78810**

**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 Controller's Office provides oversight of various University financial services including financial accounting and controls, accounts receivable, accounts payable, contracts and grants accounting, and payroll. The Controller's Office also provides business systems analyst support for the PeopleSoft Financials system which consists of the General Ledger, Accounts Payable, Purchasing, Commitment Control, Accounts Receivable, Billing, Contracts, Grants, and Project Costing modules.

Together with development partners in IT, the objective of the business systems analyst group is to operationalize a continuous cycle of technical improvements and feature enhancements in the PeopleSoft Financials system and its associated applications. These applications support processes in General Ledger, Account Payable, Account Receivable, Billing, Contracts and Grants, and Budgeting. To ensure the success of these mission-critical systems, the business systems analyst group is staffed with functional experts who will design, test and implement new features, respond to campus needs, and keep all systems running optimally throughout the fiscal cycle.

## Position Summary

The BFS Service Lead position has been created to better align the organizational structure of the BFS Analyst team with our IT counterparts in Enterprise Applications. This critical role helps to execute and hold team members accountable to the deliverables, processes, and procedures established within the department and with our business and technical partners. Individuals within this role help to develop and maintain the strategic vision, policies, and procedures of the Financial Information Systems

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enterprise applications. As the Lead Business Analyst and/or Service Owner for the Berkeley Financial System (BFS) modules, these individuals will coordinate work with other BFS Analysts including managing outside consultants for special projects. They will manage the implementation of new modules or applications and work directly with FIS management and technical staff, stakeholders, functional owners, subject matter experts, and departmental users to improve the effectiveness of BFS.

### **Application Review Date**

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

### **Responsibilities**

#### **Functional Management**

- Manages and delegates business analysis and service improvement assignments in support of mission-critical campus services through Berkeley Financial System (BFS).
- Reviews the work of analysts to meet unit and departmental goals and objectives.
- Regularly leads analyses, determines methods and procedures on new assignments, and provides leadership to other analysts.
- Performs highly complex analysis of business and user needs, documentation of requirements, and translation into proper system requirement specifications.
- Addresses and resolves unique challenges that result from system problems or user needs.
- Determines and implements a methodology for standards and procedures for each phase of the implementation lifecycle, including requirements gathering, conducting fit-gap, testing, and evaluation.
- Designs and initiates assurance/acceptance testing of new system functionalities.
- Validates conversion of transactional data, and control table data for system upgrades/implementations.
- Follows established campus policies and management guidance to develop appropriate methods/processes and facilitate progress toward campus and unit goals.
- Establishes and recommends changes to policies that affect the department to improve testing and analysis processes.
- Administers campus policies that directly affect subordinate employees and their assignments.

#### **Team Management**

- Manages, through a large team of subordinate employees, the coordination of activities of a department with campus-wide scope and impact.

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- Responsible for results in terms of costs, methods, and employees.
- Leads a team of business analysis professionals with the planning and execution of unit integration and acceptance testing.
- Plans and reviews work of analysts to measure meeting of department objectives.
- Provides mentoring and feedback on employee performance.
- Develops and monitors operational and budget processes, staff FTE, finance, human resources and space planning.

#### Communication & Leadership

- Interacts with peer managers across the organization.
- Interaction frequently requires the ability to gain cooperation of others, and conducting presentations of technical information concerning specific projects and schedules.
- Acts independently or may lead a cross-functional project team responsible for providing technical guidance concerning the business implications of the application of various systems.
- Considers the business implications of the application of technology to the current and future business environment.
- Offers alternative approaches.

#### Required Qualifications

- Advanced knowledge of business and process analysis functions.
- Knowledge relating to the design of processes and development of diverse and complex enterprise-wide application programs.
- Advanced skills and methodologies associated with process and software design, modification, and implementation.
- Demonstrated skills needed to develop process and system implementation plans.
- Demonstrated experience with process analysis, systems analysis, process architectures, and systems analysis methodologies and practices including traditional waterfall, Agile, Agile Scrum, etc.
- Understanding and skill in complex process and systems requirement documentation standards, such as Use Case modeling, User Story creations, and narrative description.
- Demonstrated ability to work with others from a variety of backgrounds.
- Self-motivated and works independently and as part of a team.
- Able to learn effectively and meet deadlines.
- Demonstrates problem solving skills.
- Advanced knowledge of business processes and procedures.

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- Demonstrated testing and test planning skills.
- Demonstrated interpersonal and communication skills to work with both technical and non-technical personnel at various levels in the organization; This requires the ability to communicate technical information to technical and non-technical personnel as well as to effectively communicate with executive-level management on a regular basis.
- Expert knowledge of PeopleSoft Financials and Supply Chain (FSCM) modules and their interrelationships, Query tool, FSCM table structures, Security functionality.
- Experience with ERP systems including major system installations, enhancements and upgrades and knowledge of applicable industry standards and best practices for business analysis at all stages of the implementation life cycle.
- Understanding of reconciliation techniques and data integrity verification.
- Demonstrated ability to develop conversion and system implementation plans, including the ability to conceptualize and draft systems requirements and functional specifications.
- 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 \$98,600.00 - \$164,000.00.

- 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

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

### Other Information

- This position is eligible for up to 100% 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

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

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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)

### **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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