

Senior Financial Analyst (7709U), Haas School of
Business - 78882
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=258208>

Downloaded On: Jun. 14, 2025 2:05am

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

Job Title	Senior Financial Analyst (7709U), Haas School of Business - 78882
Department	
Institution	University of California, Berkeley Berkeley, California
Date Posted	Jun. 12, 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

UC Berkeley's Haas School of Business offers a unique opportunity to champion new ideas, collaborate across boundaries, and continually learn in a workplace committed to creating a welcoming environment for all. Our distinctive culture is captured within our four [Defining Leadership Principles](#): **Question the Status Quo, Confidence Without Attitude, Students Always, and Beyond Yourself**. These principles distinguish Berkeley Haas as a unique environment, conducive to teamwork, collaboration, and career growth.

For more information about the Haas School of Business visit: <https://haas.berkeley.edu/about/>

The Haas School of Business embraces flexible working arrangements for its employees. Exact arrangements are determined in partnership with your supervisor to meet role responsibilities and department needs, and are subject to change.

Application Review Date

The First Review Date for this job is: 06/24/2025.

Responsibilities

Provides financial leadership and oversight for Dean's strategic initiatives and high-impact special projects. Independently manages budgeting, forecasting, and analysis activities across diverse funding sources. Applies expert knowledge to assess complex financial issues and develop actionable solutions. Ensures fiscal integrity, compliance, and alignment with institutional goals. Collaborates with senior leadership to support data-driven decisions. Operates with autonomy, broad scope, and advanced problem-solving capabilities.

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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.

- FP&A support for certain department budgets. Budgeting/Planning/Forecasting for Dean's Initiatives and other core Haas operational departments (as assigned).

Provides analytical support for complex budget, financial, or resource analysis projects.

- Annual Budget: Develop, coordinate, and implement Haas annual budget includes coordinating CalPlanning activities with internal budget processes.
- Forecast and Quarterly Review Process: Work with team members and unit leaders to develop a full year forecast (first half actuals, second half forecast) which will give insight to executive management on how we are doing vs. budget and if we need to course correct.
- Fiscal and Monthly Close: Lead/Coordinate fiscal and monthly close activities with input and support from rest of the finance team.
- Provide support on financial analyses to help support Haas' strategic plan.

Coordinates and implements department budget allocations. Conceives of and maintains department chart of accounts, other data management tools, and related business processes.

- Coordinate deficit clearing for Central Admin Offices & Dean's Initiatives.
- Haas Roster maintenance use for budget and forecast purposes.
- Funding entries and salary cost transfers.
- Hierarchy updates.
- Review monthly suspense account and clean-up.

Performs complex financial or resource research and studies for various internal department constituents.

- Examples include periodic financial reports, staff/faculty salary budgets, contracts, grants, gifts, endowments, or user fees.
- Financial and/or resource analysis could include budgetary analysis, financial analysis, forecasts, projections, staff or faculty salary or FTE analysis, student enrollment analysis, recharge or general rate analysis (parking rates, copier rates, capital project rates, student health charges) student fees (self-supporting programs, professional school fees, course material fees, etc.)

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contracts and grants analysis, endowment income, fungibility of funds, working capital, depreciation, new building funds, etc.

Gathers information, 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.

- Examples include generating, modifying, and conceiving of new financial or other resource reports, or analyzing and forecasting staff/faculty salary budgets, contracts, grants, gifts, endowments, or user fees.

Ensures that the appropriate internal controls are addressed, maintained and strengthened to protect University resources.

- Prepares, reviews, and/or approves financial transactions.
- Independently gathers information as needed to perform analysis.
- Documents procedures for financial activities.
- May train staff, and as appropriate, creates an effective team environment.
- Other duties as assigned.

Professional Learning and Growth

- Actively contributes to a team environment that fosters and promotes a culture of belonging for all, within the unit and at Haas. Exemplifies Haas' four Defining Leadership Principles: (1) Question the status quo; (2) Confidence without attitude; (3) Students always; and (4) Beyond yourself.
- Completes required training on time and engages in opportunities for learning pertinent to the position or at the suggestion of the supervisor.

Required Qualifications

- Thorough knowledge of finance policies, practices, and systems.
- Ability to independently gather required information to organize, and perform financial analysis assignments.
- Proven ability to effectively present information verbally and in writing in a clear and concise

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manner.

- Proven ability using spreadsheet and database software for complex financial analysis, fiscal management, and financial reports.
- 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 adapt to changing priorities.
- Ability to function as a member of a team.
- Thorough knowledge and understanding of internal control practices and their impact on protecting University resources.
- Excellent interpersonal skills, demonstrating a desire to establish and maintain positive & professional working relationships with colleagues, students and team members.
- Exemplifies Haas' four Defining Leadership Principles: (1) Question the status quo; (2) Confidence without attitude; (3) Students always; and (4) Beyond yourself.

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 \$80,400.00 - \$112,900.00.

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- 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.

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](#)

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[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

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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