

Financial Services Analyst 2 (4754C), Financial Aid  
Office - 79372  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=258958>

Downloaded On: Jul. 23, 2025 6:55pm

Posted Jul. 2, 2025, set to expire Oct. 29, 2025

<b>Job Title</b>	Financial Services Analyst 2 (4754C), Financial Aid Office - 79372
<b>Department</b>	Financial Aid and Scholarships Office
<b>Institution</b>	University of California, Berkeley Berkeley, California
<b>Date Posted</b>	Jul. 2, 2025
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Classified Staff
<b>Academic Field(s)</b>	Fiscal Services
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**Job Description**

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**Financial Services Analyst 2 (4754C), Financial Aid Office - 79372**

**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 Financial Aid and Scholarships Office (FASO) directly awards or coordinates the awarding of over \$850 million from over 700 funding sources to over 25,000 undergraduate and graduate students.

The mission of the Financial Aid and Scholarships Office is to provide students access to an excellent education. Through strategic partnerships and rigorous planning, FASO offers innovative aid programs to make higher education affordable, helps students and parents navigate financial aid processes, counsels students so they understand their options and feel empowered to make the best choices to manage their financial lives, advocates on behalf of students, teaches students about financial literacy, collaborates to help build upon a comprehensive, holistic culture of care that transforms the student experience and helps us recruit, retain, and graduate students and prepare them for success in life, and fosters a sense of community by encouraging alumni and donors to connect with the university and give the gift of access to the next generation of students.

### Position Summary

The Financial Services Analyst will perform work-study payroll and financial operations. The position supports the expected increase in inquiries created as a result of moving from multi-headcount to single-headcount positions in UCPath. This has created a new business process that will impact the review and audit of work-study job registrations and reviews of job descriptions for adherence to regulatory compliance requirements, etc. This will generate inquiries and issues that will need to be documented and resolved quickly.

### Application Review Date

The First Review Date for this job is: 07/14/2025.

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## Responsibilities

- Applies professional financial services concepts (e.g. accounting, payroll, etc) to independently resolve UC Path and Work-Study Program issues in compliance with external regulations and internal policies.
- Initiate Salary Cost Transfers and Direct Retros when applicable.
- Provides support and analyses for mitigating limited functionality in UC Path and implementing contingencies.
- Participates in the analysis, design, and implementation of new services or financial operational systems or processes.
- Implements financial transaction processes and procedures.
- Reviews financial data and transactions that support the Work-Study payroll function.
- Reviews, identifies and acts on payroll transactions (variance analysis & resolution) to ensure compliance with federal, state and institutional requirements.
- Ensures that financial processing functions are performed with accuracy and that daily operations run smoothly.
- Perform variance analysis and resolution of assigned financial aid programs.
- Assesses, recommends, and implements changes to processes that affect the Work-Study Program as needed to ensure financial processes maintain compliance with federal and state requirements and internal financial/audit policies.
- Follows related policies and advises campus staff accordingly.
- Recommends and implements quality customer service standards and procedures to affect various constituencies, including campus departments, students and external vendors.
- Assist with payroll and financial inquiries originating from work-study employers.
- Provides customer service on escalated cases for campus staff and students related to work-study processes and student employment records.
- Document and maintain processes and procedures for financial activities.
- Other duties as assigned.
- Develops a professional development plan and participates in development activities, such as attending classes, joining organizations, working on special projects, and serving on departmental or campus-wide committees, in order to enhance expertise in job areas.

## Required Qualifications

- Thorough knowledge of financial processes, policies and procedures.
- Knowledge of financial data management and reporting systems.
- Must be proficient in use of Microsoft Office and common desktop/web applications.

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- Strong interpersonal skills, analytical skills, service orientation, active listening, critical thinking, attention to detail, ability to multi-task in a high-volume environment, organizational skills, effective verbal and written communication skills, sound judgement and decision-making ability to develop original ideas to solve problems.
- Bachelor's degree in related area and/or equivalent experience/training.

### **Preferred Qualifications**

- Familiarity with UC-specific financial systems and financial aid programs.

### **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 hourly range that the University reasonably expects to pay for this position is \$33.52 - \$38.51.

- This is a non-exempt, biweekly-paid position.

### **How to Apply**

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

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## Other Information

This position is governed by the terms and conditions in the agreement for the Clerical & Allied Services Unit (CX) between the University of California and Teamsters Local 2010. The current bargaining agreement manual can be found at: <http://ucnet.universityofcalifornia.edu/labor/bargaining-units/cx/index.html>

- This is not a visa opportunity.
- This position is eligible for up to 60% hybrid work. Exact arrangements are determined in partnership with your supervisor to meet role responsibilities and department needs, and are subject to change (annual review).
- The person hired must report to work on-site at the Financial Aid and Scholarship Office, located in Berkeley, CA, on Tuesdays and Thursdays, subject to change.
- Work core hours are within 7AM - 6PM.

## 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](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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