

**Business System Analyst 3 (7584U), Controller's Office -
79063**
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=259167>

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Posted Jul. 14, 2025, set to expire Oct. 31, 2025

Job Title	Business System Analyst 3 (7584U), Controller's Office - 79063
Department	Controller's Office
Institution	University of California, Berkeley Berkeley, California
Date Posted	Jul. 14, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Fiscal Services
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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

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, Grants, Project Costing and Budgeting. To ensure the success of these mission-critical systems, the business systems analyst group is staffed with functional experts who gather requirements, perform fit gap analysis, design, test and implement new features and if necessary customizations, respond to campus needs, and keep all systems running optimally throughout the fiscal cycle.

Position Summary

This key position in the Berkeley Financials Systems (BFS) Analyst Team, helping to maintain the strategic vision, policies and procedures of financial systems enterprise applications. Analyst in the Berkeley Financial system, with emphasis on one or more of the following: General Ledger, Accounts Payable, Expenses, Accounts

Receivable, Billing, eBill, Budget, Contracts, Grants, Project Costing and Commitment Control. Works with IT managers and technical staff, stakeholders, functional owners, subject matter experts and

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departmental users. First responder to BFS system problems reported by stakeholders, often unprecedented in nature.

Application Review Date

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

Responsibilities

Scoping:

- Applies PeopleSoft Financials and Supply Chain Management (FSCM) expertise and business analysis concepts to identify, evaluate and define complex systems scope and objectives with an understanding of applicable business practices, processes, systems and industry standards to meet end-user needs.
- This includes Sprint Planning and scoping estimates.

Design and Testing:

- Provides PeopleSoft FSCM expertise in identifying, evaluating and developing complex system solutions and procedures.
- Creates complex specifications (configuration as well as customization functional design) for financial systems to meet end-user requirements.
- Involved in developing complex user interface designs.
- Plans and executes system and integration acceptance testing.
- Participates in cross-functional teams to address complex business or systems issues.

Stakeholder Engagement:

- Gathers, analyzes, prepares and summarizes recommendations for approval of system business process and procedural documentation.
- Recommends and implements changes in system processes and procedures.
- Negotiates with stakeholders on the creation of specifications.

Requirements Gathering and Fit Gap Analysis:

- Gathers, analyzes, prepares and summarizes business and user needs, documenting requirements.
- Performs fit gap analysis to determine which requirements can be met with delivered functionality

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and which cannot.

- Provides support and training on new functionality.
- Guides and advises less-experienced Business Systems Analysts.

Change Management:

- Create system training documentation as needed which may include creation of digital adoption guides, smart tips and/or beacons.
- In partnership with business owners will build stakeholder preference with complete change plans for new feature adoption.

Required Qualifications

- Thorough knowledge of two or more of the following PeopleSoft modules: Accounts Receivable, Billing eBill, Commitment Control, Contracts, Grants, and/or Project Costing and good to have familiarity with additional modules such as General Ledger, Accounts Payable, Purchasing, and Expenses.
- Strong knowledge of PeopleSoft Query tool and PeopleSoft Financials table structure.
- Strong knowledge of applicable industry standards and best practices for business analysts at all stages of the implementation life cycle.
- Thorough knowledge of PeopleSoft implementation and upgrade cycles related areas of IT.
- In-depth understanding and skill in process and systems requirement documentation standards, such as Use Case modeling, User Story creations and narrative description.
- Demonstrated ability to work effectively and collaborate with individuals and groups from a wide range of backgrounds, experiences, and perspectives.
- Self-motivated and works independently and as part of a team.
- Able to learn effectively and meet deadlines.
- Demonstrates problem solving skills.
- Broad knowledge relating to PeopleSoft software design.
- Thorough knowledge of accounting business processes and procedures.
- Thorough knowledge of business systems analysis processes and procedures
- Demonstrated testing and test planning skills.
- Demonstrated effective communication and interpersonal skills.
- Demonstrated ability to communicate technical information to technical and non-technical personnel at various levels in the organization.
- Interpersonal and communications skills to work with both technical and non-technical personnel at various levels in the organization.

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- Demonstrated strong knowledge of project management practices, principles, techniques and tools.
- Bachelor's degree in accounting, management information systems, engineering or in a related area and/or equivalent experience/training.

Preferred Qualifications

- Demonstrated knowledge of Agile/Scrum methodologies.
- Demonstrated knowledge of JIRA.

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.

- 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 100% remote work. Exact arrangements are determined in partnership with your supervisor to meet role responsibilities and department needs, and are

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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 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.

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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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