

Assistant Director, Revenue Accounting & Data Analysis
(4628U), Intercollegiate Athletics - 79635
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=259776>

Downloaded On: Jul. 17, 2025 11:06am

Posted Jul. 16, 2025, set to expire Jun. 30, 2026

Job Title	Assistant Director, Revenue Accounting & Data Analysis (4628U), Intercollegiate Athletics - 79635
Department	Intercollegiate Athletics
Institution	University of California, Berkeley Berkeley, California
Date Posted	Jul. 16, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Associate/Assistant Director Professional Staff
Academic Field(s)	Fiscal Services Finance/Investment Management
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Job Description

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Assistant Director, Revenue Accounting & Data Analysis (4628U), Intercollegiate Athletics - 79635

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.

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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.

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 Department of Intercollegiate Athletics consists of more than 275 staff members and coaches and sponsors 30 varsity sports programs. These 30 programs include more than 850 student-athletes who participate in the various sports programs annually within the National Collegiate Athletics Association (NCAA). We are currently seeking two Assistant Director, Revenue Accounting & Data Analysis positions to assist with ensuring accurate revenue processing and extensive reporting and analysis. As the department builds out its business intelligence and revenue strategy function, this role may expand into broader leadership opportunities.

Position Summary

The Assistant Director, Revenue Accounting & Data Analysis is primarily responsible for processing, accounting, reporting, analyzing, and reconciling primary revenue streams such as donations and ticket sales. This position collaborates closely with University Relations (UDAR), Athletics Development, Ticketing and Marketing, and Business and Finance offices to ensure data accuracy, comprehensive reporting, and data-driven recommendations. It actively supports departmental projects and initiatives by developing data visualizations, analyzing key revenue trends, forecasting sales, and integrating data from various sources to inform strategic decisions. The Assistant Director operates effectively across multiple financial functions, including cashiering, collections, accounts receivable, financial reporting, data management, and revenue modeling. This position is part of the Business and Finance Office in IA and reports directly to the Director of Revenue Accounting & Data Analysis.

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Application Review Date

The First Review Date for this job is: 07/27/2025.

Responsibilities

Revenue Reconciliation and Depositing:

- Applies financial services concepts (i.e., accounting, accounts receivable, collections and billing), to update, reconcile, and submit revenue deposits (donations, ticket sales, miscellaneous) using campus financial systems.
- Resolves discrepancies using data from ticketing systems (Paciolan), banks, and merchant services.
- Ensures the Athletics Ticket Office (ATO) deposits reconcile with the University's general ledger.

Revenue Reporting & Data Analysis:

- Conducts analyses on donations and ticket revenue streams, visualizing sales, assessing campaign performance, and identifying trends.
- Provides actionable insights and data-driven recommendations to departmental leadership.
- Supports ongoing and ad hoc projects through data modeling, trend identification, and cross-source reporting to support revenue growth and strategic decision-making.

Daily Financial Operations & Customer Service:

- Handles accurate processing of financial functions, including cashiering, accounts receivable/payable, collections, and miscellaneous deposits.
- Maintains exceptional customer service standards, proactively resolving transactional errors, ensuring timely processing of refunds and clearing suspense items.
- Maintains a high level of customer service.
- Works closely with Cal Athletics Fund (CAF) and other campus departments including University Relations to ensure gifts are processed, errors are corrected, and refunds issued in an accurate and timely manner.
- Ensures that gift items in suspense are investigated and cleared on a regular basis.

System Optimization & Data Accuracy:

- Regularly reviews data warehouse processes to ensure accuracy, efficiency, and optimal reporting flow.

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- Documents and implements improvements for system setup and financial activities.
- Actively checks on data hygiene in ticketing systems.

Staff Resource and Payroll Analyst:

- Serves as a primary resource for staff on complex financial issues and escalated customer service problems.
- Calculates and processes monthly sales signing bonuses for Premium Seating Sales Representatives and Account Executives, ensuring timely payroll deadlines and appropriate approvals.
- Attends Sales, Marketing, and Service meetings, providing financial representation and insight.

Compliance & Audit:

- Assesses, recommends, and works with Director to implement changes as needed to ensure financial processes maintain compliance with federal and state and NCAA requirements.
- Participates in internal and campus financial audits.
- Recommendations are based on analysis performed by employee.

Professional Development & Other Duties Assigned:

- Other, including professional development centered around high-impact projects or strategic initiatives that drive innovation, system improvement, or business transformation.

Required Qualifications

- Thorough knowledge of financial processes, policies and procedures, particularly as they relate to revenue streams such as ticketing, donations, and miscellaneous income.
- Thorough knowledge of financial data management and reporting systems; ability to interpret and synthesize complex datasets to produce clear, actionable insights.
- Strong proficiency in the use of Microsoft Office spreadsheets, database software, and cloud-based tools for reporting, visualization, and collaboration.
- Strong interpersonal and collaboration skills with demonstrated ability to build relationships across departments, troubleshoot collaboratively, and communicate financial concepts to non-technical stakeholders.
- Demonstrated analytical thinking, attention to detail, and sound judgment; ability to manage high-volume tasks with precision, prioritize competing deadlines, and problem solve independently in a fast-paced environment.

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- Ability to adapt to changing priorities and function as a member of a team to provide guidance, coaching and mentoring to professional and support staff.
- Thorough knowledge and understanding of internal control practices and their impact on protecting University resources.
- Must maintain current knowledge of applicable rules and standards of the Atlantic Coast Conference (ACC), the National Collegiate Athletic Association (NCAA), as well as other associations and agencies to which the Berkeley campus of the University of California adheres, and, at all times avoid any and all violations of these rules and standards.
- Bachelor's degree in related area and/or equivalent experience/training.

Preferred Qualifications

- Experience supporting or developing business intelligence dashboards or revenue forecasting tools.
- Familiarity with data warehouse or API integrations.
- Prior experience in intercollegiate athletics or a similarly regulated, high-volume financial environment with ticketing and donor systems.

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 \$72,600.00 - \$78,000.00.

- This is an exempt monthly-paid position.

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How to Apply

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

Other Information

- This is not a visa opportunity.
- This recruitment has 2 openings.

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.

Mandated Reporter

This position has been identified as a Mandated Reporter required to report the observed or suspected abuse or neglect of children, dependent adults, or elders to designated law enforcement or social service agencies. We reserve the right to make employment contingent upon completion of signed statements acknowledging the responsibilities of a Mandated Reporter.

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:

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[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.

Referral Source Info

This job is part of the Employee Referral Program. If a UC Berkeley employee is referring you, please ensure you select the **Referral Source** of "UCB Employee". Then enter the **Employee's Name** and **Berkeley E-mail** address in the **Specific Referral Source** field. Please enter only one name and email.

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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