

Recharge Analyst (7709U) 80105 University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=260484>

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Posted Jul. 31, 2025, set to expire Jun. 30, 2026

Job Title Recharge Analyst (7709U) 80105
Department Molecular and Cell Biology
Institution University of California, Berkeley
Berkeley, California

Date Posted Jul. 31, 2025

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Fiscal Services
Finance/Investment Management

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Job Description

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Recharge Analyst (7709U) 80105

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

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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 Departments of Molecular and Cell Biology (MCB), Integrative Biology (IB) and Neuroscience (NEU) are among the largest academic departments at UC Berkeley. By several measures (including number of faculty and students, budget, and assigned square feet), these departments are larger than many UCB colleges and schools. The three departments represent over 186 faculty FTE (including Adjuncts, Professors of the Graduate School, active emeriti and 21 HHMI professors); 140 Researchers and Specialists; 185 post-doctoral researchers; 375 graduate students; 60 department staff members; and total state and extramural payroll of approximately 1450 (including Graduate Student Instructors, Graduate Student Researchers and research staff). Financial resources include approximately \$90M in annual extramural funding (which accounts for over half of the total sponsored research awards in the College of Letters & Science) and over \$91M other fund sources. Department personnel are currently housed in eight buildings located in three widely separated parts of the campus.

Application Review Date

The First Review Date for this job is August 12, 2025

Responsibilities

- Develop recharge rates to consistently and equitably recover the costs of the recharge operations such as salaries, benefits, equipment depreciation, material and supplies to ensure breakeven operations, utilizing sales summaries and previous year's data by analyzing recharge operations and forecasting revenue.
- Independently coordinate the entire process of annual recharge self-certification including rate

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proposals as necessary for the 8 recharge units, including any delegated units, establishing budgets, calculation of labor costs, operation overhead, equipment depreciation, supplies and expenses, subsidy and any adjustment for previous year's operations. Submit the self-certification to the recharge committee for annual review via control unit in a timely manner. Ensure rates are reasonable and the approved rates are used for all recharges. Enter related information in budget tools such as CalPlanning.

- Monitor recharge centers' financial performance (both internal and external sources), expenses, and rates throughout the fiscal year; and see that expenses or rates are adjusted as necessary. Ensure the recharge center operates within the breakeven tolerance range, and in accordance with its budget. Identify, investigate, analyze and resolve overdraft or surplus situation to ensure recharge center is operated on a break- even basis. Discuss with recharge center manager, take appropriate actions to establish a plan to rectify the situation and bring the unit within the acceptable level of tolerance. Submit updated rate calculation worksheets to the recharge committee at any time during the fiscal year as needed, should unit's financial situation require a rate review. Develop surplus/deficit reduction/recovery plans to rectify the out-of-tolerance condition of the recharge unit under review and notify recharge committee of the action plans.
- Process monthly recharges. Ensure billings are accurate, timely and adequately documented in accordance with the "Recharge Billing Policies and Procedures." Oversee invoice distribution. Process financial journals, via Excel upload when possible. Process external billing for non-UC customers. Ensure that surcharge income, when applicable, is credited to surcharge chartstring rather than unit's chartstring, Process inter-campus financial journal for charges to other UC campuses. Serve as the MCB stockroom billing coordinator, coordinate and perform the consolidated billing process for all MCB Stockrooms in LSA and Barker Hall with estimated customer accounts exceeding 300. Identify procedural inconsistency and provide constructive feedback to improve the efficiency of the operation and resolve recurring billing problems
- Exercise signature authority over recharge expenditures for 8 recharge centers. Review purchase orders and verify chartstrings in Bearbuy, Berkeley Financial System, and UC Path for all recharge units to ensure compliance with University procedures. Review bluCard documentation to ensure compliance with University regulations and approve transactions in BFS.
- Responsible for all aspects of Fiscal Close; resolve year-end overdraft balances, verify accuracy of Fiscal Close carry-forward balances process year-end inventory journals to book the inventories. Review budgets for each recharge unit for accuracy on an annual basis. Process closing journals annually prior to fiscal close to establish budgets in keeping with rate development worksheets.
- Advise recharge center managers on university policies, procedures and financial strategies. Ensure recharge center operations comply with federal regulations and University recharge

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policies and procedures, business and finance bulletin, appropriate University payroll, reimbursement, accounting, and personnel policies and practices.

- Review recharge services provided on a regular basis to ensure that the services are necessary and are not readily available from other campus units or outside sources. Ensure sound business need is present to support providing these services and the manner in which they are provided
- Prepare and update equipment depreciation schedules and journals quarterly and establish equipment reserve for future equipment purchases. Identify alternate fund sources, such as gift funds or other unrestricted fund sources, for equipment purchase, if equipment reserve is not available
- Conduct monthly review of personnel effort charged to recharge chartstrings. Ensure that the percentage of salaries charged corresponds to actual time spent on recharge center work.
- Review and track payroll expenditure activity; submit payroll correction by the following month, prepare requests and provide accounting approval for payroll funding changes in UCPath
- Provide reports and records for recharge unit administrators and managers using information from University financial systems such as CalAnswers; analyze and interpret information to assist management in decision making.
- Apply advanced accounting concepts to perform varied complex technical analyses to understand past performance and determine present and future performance and/or resource allocations related to departmental recharge operations.

Required Qualifications

- Highly developed analytical, organizational and planning skills and in-depth knowledge of campus administrative policies, fiscal policies and practices.
- Demonstrated working knowledge of federal regulations including OBM circular A-21 and A- 110, and federal cost accounting standards (CAS).
- Demonstrated experience in budgeting, fiscal analysis, planning, and financial administration of multi-million dollar budget.
- Extensive experience in budget management including revenue, expenditure, projection, and variance analysis to perform cost-benefit studies and breakeven analysis.
- Duties require independent judgment, critical thinking, and strong organizational and analytical skills.
- Strong problem solving skills and the ability to define issues clearly are essential. Ability to analyze fiscal data, information, and present in a logical format.
- Strong writing and oral communication skills are as important as financial acumen and accuracy.
- Proficiency in word processing, spreadsheet applications, database and information management systems, e-mail and web browser programs.
- Experience in using financial systems in financial projection, tracking, reporting and analysis.

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Ability to run CalAnswers queries, extract and analyze accounting information from an automated financial system, creating Excel Spreadsheets and preparing customized reports for management decisions.

- Expert user and/or ability to achieve proficient skill quickly in major campus financial and data systems (Oracle): CalPlanning, Samrtview, Cal Answers, BFS, UCPath, BearBuy, etc.
- Ability to work independently and as a team member: take initiative, prioritize work and manage multifaceted projects with competing deadlines.
- Bachelor's degree in related area and / or equivalent experience / training

Preferred Qualifications

- 5 - 6 years experience performing financial planning & analysis, and/or a similar level of experience using financial systems.
- Advanced / expert skills in Excel

Salary & Benefits

This is a full-time career position.

This position is eligible for full UC 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 salary range that the University reasonably expects to pay for this position is \$80,400.00 - \$115,000.00 annually.

Other Information

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This is not a visa opportunity.

How to Apply

To apply, please submit your resume and cover letter.

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.

Misconduct Disclosure

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

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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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