

Financial Analyst (7710C) 80213
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=260735>

Downloaded On: Aug. 6, 2025 5:50am

Posted Aug. 5, 2025, set to expire Jun. 30, 2026

Job Title Financial Analyst (7710C) 80213
Department Biosciences Divisional Services
Institution University of California, Berkeley
Berkeley, California

Date Posted Aug. 5, 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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Apply By Email

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

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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.

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Departmental Overview

Biosciences Divisional Services (BDS) supports the Departments of Integrative Biology (IB), Molecular & Cell Biology (MCB) and Neuroscience (NEU) in the Division of Biological Sciences. Together, these three departments form one of the largest academic research units at UC Berkeley. By several measures (including numbers of faculty and students, budget, and assigned square feet), these departments are larger than many UCB colleges and schools. BDS represents over 186 faculty FTE (including Adjuncts, Professors of the Graduate School, active emeriti and 15 HHMI professors); 225 post-doctoral fellows and other researchers; 375 graduate students; and 74 department administrative staff members.

Position Summary

This position resides within Bioscience Division Services (BDS) and reports to the Financial Manager. The Financial Analyst provides financial administration and senior-level analysis for the departmental finance unit, including operational, discretionary, gift funds and program grants for MCB, IB, and BDS, as well as other academic and administrative units that are within the scope of work for BDS. Involves developing, interpreting and implementing financial concepts for financial planning, resource planning (dollars), and control of organizational budget. May analyze and prepare recommendations for financial plans, including annual resource allocations, future requirements, and operating forecasts. Also involves preparation of complex financial reports to meet internal and external reporting requirements and activities relating to developing, implementing and monitoring accounting systems, policies and procedures. To the extent required, also acts as an in-office finance lead.

Assists the Finance Manager take on complex analytical projects including but not limited to:

- Long-range planning
- Strategic initiatives including financial modeling for new academic programs and departments
- Modeling future financial commitments in a dynamic way that can be easily articulated to non-financial faculty and staff

Application Review Date

The First Review Date for this job is August 15, 2025

Responsibilities

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Applies advanced professional concepts to perform complex technical analysis to understand past performance and determine present and future performance and / or resource allocations

- Gathers and applies data from multiple financial systems to create complex financial models that measure the financial strength of departments and of programs.
- Develop realistic financial projections that show best case, worst case, and intermediate scenarios that senior leadership can utilize in order to make informed decisions.
- Systems and Software: At an expert level, uses various campus systems and software to accomplish assigned tasks and goals. Systems may include but are not limited to: CalAnswers, CalPlanning, UCPath, BFS, CDS, T&E, SARA, Commitments Database, Excel, Word, Zoom, bconnected.

Responsible for providing analytical support for highly complex budget, financial, and resource projects dealing directly with major department managers and / or outside constituents

Gathers, analyzes, prepares, and summarizes recommendations for complex financial and / or resource plans, including annual resource allocation approaches, trended future requirements, operating forecasts, sources and uses, etc.

- Conducts complex data analysis of new programs/departments and provides recommendations on the implementation of financial structures.

Examples include generating, modifying, and conceiving of new financial or other resource reports, strategic planning and modeling, analyzing and forecasting staff / faculty salary budgets, contracts, grants, gifts, endowments, or user fees, and making recommendations for maximizing financial or other resource outcomes

- Consult with, analyze data for, and provide recommendations to senior managers and faculty regarding the implementation of new academic programs and departments
- Lead annual financial reporting process for supported departments, providing high- quality financial analysis for a non-financial audience
- Responsible for all fiscal close deadlines and procedures are met

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

- Participate in course materials fee analysis and submission process
- Participate in recharge self certification process
- Coordinate with L&S Biosciences Dean's Office as appropriate to obtain faculty related startup, retention and removal funding
- Perform ad hoc analyses as needed
- Analyze and correct payroll expenses and transfers

Reviews and approves advanced financial transactions

- Key Controls/Accounting Compliance: Manage and maintain and compliance with reporting and review requirements, completing and documenting required reviews for assigned funds on a monthly basis.
- Responsible for all aspects of Fiscal Close. Resolves year-end overdraft balances, verify accuracy of Fiscal Close carry-forward balances, processes year-end journals.

Coordinates the gathering of budgetary and resource requirements information during planning stages, such as the annual budget process

Performs complex financial or resource research and studies for both internal department and external constituents

- Consistently maintains up-to-date financial projections; summarize key drivers for long-term planning consideration, and highlight opportunities and risks.

Uses advanced understanding of industry practices and organizational policies and procedures to resolve highly complex or difficult assignments.

May lead a team of less experienced analysts

- Responsible for training, transaction approval, guidance, or assistance to less experienced analysts.

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Serves as liaison with internal and external constituents

- Act as an in-office finance point of contact and subject matter expert to faculty, staff, and students.

Professional development

- Participate in professional development activities (workshops, seminars, conferences) which include such topics as risk management, best business practices, ethical decision making, financial reporting, data analysis, and advanced financial management.
- Participate in discussions and/or department wide meetings as required by unit manager or Director.

Other duties as assigned.

Required Qualifications

- Advanced knowledge of finance policies, practices, and systems.
- Ability to identify, collect, and analyze information from multiple sources.
- Advanced ability to effectively present complex finance related information both verbally and in writing in a clear and concise manner.
- In depth ability to use multiple spreadsheet and database software tools to gather information for specialized, complex financial analysis, fiscal management, and financial reports.
- Advanced interpersonal skills at all levels within the organization; advanced service orientation and critical thinking skills; and attention to detail. In depth ability to use 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.
- Advanced knowledge and understanding of internal control practices and their impact on protecting University resources.
- Advanced degree in related area and / or equivalent experience / training

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.

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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 \$101,600.00 - \$120,000.00 annually.

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.

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

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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.

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

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