

Financial Analyst (7709U), Ethnic Studies - 80814
University of California, Berkeley

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Posted Sep. 3, 2025, set to expire Jun. 30, 2026

Job Title Financial Analyst (7709U), Ethnic Studies - 80814
Department Ethnic Studies
Institution University of California, Berkeley
Berkeley, California

Date Posted Sep. 3, 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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Financial Analyst (7709U), Ethnic Studies - 80814

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 Ethnic Studies, African American Studies, and Gender and Women's Studies departments are academic units committed to interdisciplinary scholarship and teaching that explore issues of race, ethnicity, gender, and social justice. The Ethnic Studies Department encompasses four programs: Asian American Studies, Chicano Studies, Ethnic Studies, and Native American Studies.

Together, the three departments support a diverse academic community of 38 faculty members, 32 Unit 18 lecturers, 4-6 visiting scholars and postdoctoral researchers, and numerous student employees, including TAs, GSRs, readers, and tutors.

These departments collectively manage a combined operating budget of \$8.7 million. Their financial resources support instructional programs, faculty research, graduate and undergraduate education, summer session, and concurrent enrollment. The departments also maintain two library spaces: the African American Reading Room and the Ethnic Studies Library, which serve as vital resources for faculty, students, and researchers.

The Department of Ethnic Studies is administratively clustered with the departments of African American Studies and Gender & Women's Studies to form AGES Cluster.

Position Summary

Though this position FTE resides in the Department of Ethnic Studies, it supports Cluster-wide financial analysis, management and oversight. AGES Cluster is searching for a seasoned Financial Analyst professional with a full understanding of industry practices and organizational policies and procedures;

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who resolves a wide range of issues in imaginative as well as practical ways.

The position provides high-level financial and operational oversight, managing a budget across multiple fund sources including grants, endowments, and campus allocations. Collaborates supporting short- and long-term financial planning, monitors departmental spending, and ensures compliance with university and funding policies. Leads internal financial process improvements, manages day-to-day transactions, serves as a primary liaison with central campus units, and provides financial reporting and analysis to faculty and leadership. The role also acts as backup to the Manager and supports training, policy communication, and business operations for the cluster.

Application Review Date

The First Review Date for this job is: 09/11/2025.

Responsibilities

Budget Oversight & Finance

- Works closely with the Manager to anticipate and plan for short-term and long- range financial needs.
- Determine most effective strategies to respond to budget reductions or allocations of new funds.
- Provide operational fiscal oversight of the departments' annual expenditures of approximately \$8.7M.
- Monitor spending to prevent cost overrun.
- Monitor financial activities in all departmental funds, including campus awards, endowments and other gifts.
- Manage and track Executive Vice Provost and Chancellor, College of Letters and Science and department commitments. Request allocations, monitor spending, and update central database accordingly.
- Review campus grant budget proposals; review campus terms and conditions of awards to ensure sound administration of funds; monitor fund balances; advise faculty on policies, procedures, deadlines, and other requirements; provide financial reporting to faculty and Chairs; handle all close-out activities.
- Respond to requests for data from Manager, Department Chairs, the College of Letters and Science, and other relevant campus units. Provide reporting of data that will be entered into CalPlanning by the College.
- Provide regular financial reporting to Department Chairs, Manager, and faculty, including detailed analysis of financial data as requested.

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- Maintain a sound and comprehensive understanding of business and financial policy and campus fund allocation guidelines. Ensure that all financial transactions are executed in accordance with university policy, A-21 contract/grant guidelines, specific contract/grant requirements, endowment restrictions, and generally-accepted accounting practices (GAAP).
- Maintain the unit's chart of accounts in alignment with campus guidelines such that proper financial and budgetary record-keeping, and clear, efficient and readily- accessible financial reports are ensured.
- Coordinate all fiscal closing activities, ensuring deadlines are met and the unit's accounts close in accordance with the university's Deficit Resolution policy.

Financial Process Design and Implementation for AGES Cluster:

- Provide financial process analysis and design, system or procedure testing and implementation, documentation, and workflow.
- Plan and respond to changes in federal, state, and UC policies, procedures, and systems and to campus and department priorities.
- Create and maintain internal business processes and procedures, adhering to campus requirements and guidelines.
- Evaluate and modify internal processes and procedures to maximize efficiency and effectiveness.
- Act as primary liaison between departments and central campus units to obtain accurate interpretation and thorough understanding of new and/or revised campus financial policy.
- Train appropriate team members on new or revised campus financial policy.
- Communicate campus financial policy and procedure changes to departments' faculty and staff.
- Maintain business services component of the department's website. Keep policies and procedures up-to-date and reimbursement forms and links current.

Business and Financial Operations for AGES Cluster:

- Manage all aspects of accounts payable activities, including vendoring, purchase orders, university credit card transactions, etc.
- Oversee complex financial transactions and departmental transactions processed by other staff and Berkeley Regional Services to resolve potential issues.
- Serve as subject matter expert on financial and budgetary issues in order to advise senior management, faculty, students, and staff on policies and procedures governing financial transactions and related activities.
- Manage all day-to-day financial activities including, but not limited to, the processing of all funds transfers, expenditure adjustments, and salary cost transfers in compliance with university regulations.

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- Serve as approver of purchase and payment requests submitted by other staff and faculty.
- Process student awards in the Student Information System for faculty awards.
- Act as the primary liaison for financial and business transactions between department and Berkeley Regional Services.
- Maintain necessary and required records and documentation in support of business transactions.
- Possess a thorough understanding of campus systems (e.g., Berkeley Regional Services, Central Accounting, BFS, UCPATH, as well as practical application of these systems)-including CalPlanning, the specific usage of which is defined by the College.

Serve as Backup to the AGES Manager in Financial and Budgetary Functions:

- Attend meetings, represent departments, and disseminate relevant information.
- Lead the unit's financial services team, including cluster's payment staff with financial responsibilities.
- Assist with recruiting departmental employees who perform purchasing and financial duties and train accordingly.

Career Development:

- Participates in career development and training opportunities to maintain expertise in policies, procedures and technology needed for successful job performance and knowledge enhancements.
- Participates in department and campus committees as needed.

Required Qualifications

- Thorough knowledge of finance policies, practices, and systems.
- Ability to independently gather required information to organize, and perform financial analysis assignments.
- Proven ability to effectively present information verbally and in writing in a clear and concise manner.
- Proven ability using spreadsheet and database software for complex financial analysis, fiscal management, and financial reports.
- Proven interpersonal skills with peers throughout the organization; strong service orientation and critical thinking skills; and attention to detail.
- Proven ability using organizational skills to multi-task in a high-volume environment.
- Ability to adapt to changing priorities.

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- Ability to function as a member of a team.
- Thorough knowledge and understanding of internal control practices and their impact on protecting University resources.
- Bachelor's degree in related area and/or equivalent experience/training.

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 \$90,000.00 - \$120,000.00.

- 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 40% remote work. Exact arrangements are determined in partnership with your supervisor to meet role responsibilities and department needs, and are subject to change.

Conviction History Background

This is a designated position requiring fingerprinting and a background check due to the nature of the

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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.

To apply, visit

https://careerspub.universityofcalifornia.edu/psc/ucb/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS.CG_S

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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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