

Financial Services Analyst (4754C), College of  
Chemistry - 81469  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=263141>

Downloaded On: Sep. 29, 2025 4:35pm

Posted Sep. 29, 2025, set to expire Jun. 30, 2026

<b>Job Title</b>	Financial Services Analyst (4754C), College of Chemistry - 81469
<b>Department</b>	College of Chemistry
<b>Institution</b>	University of California, Berkeley Berkeley, California
<b>Date Posted</b>	Sep. 29, 2025
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Fiscal Services
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**Job Description**

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**Financial Services Analyst (4754C), College of Chemistry - 81469**

**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 College of Chemistry's Business Administration and Financial Services Unit is responsible for overseeing and managing all budgeting, financial accounting, recharge, receiving, external revenue generation, and systems design for the entire College. While the functions of human resources, purchasing, and research administration have moved into Integrated Regional Services, the Business Administration and Financial Unit is still responsible for ensuring that the processes, communication, coordination, compliance, and service levels are bridged seamlessly for the faculty, students, and staff in the College.

### Position Summary

The College of Chemistry (CoC) provides various services for groups within the College and, on occasion, to other Campus and external clients. The Finance Assistant assists with the monthly processing of recharges, financial journals and various monthly reports. The incumbent also assists with the development, calculation and review of the College recharge rates and submission of the annual self-certification.

The Finance Assistant also assists with the College's external revenue generation programs, including professional development initiatives, new degrees, and outreach programs to high school and external college students. This may include analyzing financial and census data for strategic reporting, processing payments to vendors, reconciling credit card transactions, and supporting with program logistics.

### Application Review Date

The First Review Date for this job is: 10/09/2025.

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## Responsibilities

### Finance:

- Assists with financial processing functions, which may include posting of monthly recharge transactions, financial journals, and other pass-through activities.
- Prepares A/R billing invoices to outside customers.
- Monitors workflow and operations of recharge activity.
- Reconciles, researches and resolves discrepancies in financial data identified by SAS-115 ledger verification process.
- Review encumbrance reports and research status of open purchase orders.
- Follow up with vendors and/or end users as needed.
- Documents processes and procedures for financial activities.
- Prepares ad-hoc reports and analyses to include summaries of financial transactions, such as analysis of recharge billing statements by project, customer, time period, etc. for management review and decision-making.
- Prepares other financial journals as needed.
- Assists with the development, calculation and review of the College recharge rates and submission of the annual self-certification.

### Administration:

- Assists with various administrative duties as needed.
- Effectively addresses difficult and complex customer inquiries.
- Delivers quality customer service to various constituencies to include internal department/campus clients and external vendors.
- Assists with researching, developing, and implementing new and changing business processes.
- Assesses internal compliance with federal and state requirements and policies.
- Keeps abreast of regulations and best practices concerning financial accounting and services through Campus information and/or trainings.
- Applies basic knowledge of database architecture and programming concepts to analyze and redesign financial systems to meet business needs.

### Program Coordination:

- Provide financial support to external revenue generation initiatives.
- Reconcile credit card transactions with event registrations and submit receipts through the Campus Deposit System.

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- Compile and maintain financial and census data for strategic reporting.

Collaboration:

- Assists with other CoC Financial Services functional area(s), which may include Accounts Payable, Accounts Receivable, Billing and/or Cashiering, and Budgeting.
- Functions as a resource to CoC support staff for basic financial account maintenance, such as establishing/inactivating speed types.

**Required Qualifications**

- Working knowledge of financial or accounting concepts, processes, policies and procedures.
- Strong knowledge of financial data management and reporting systems.
- Proficiency in the use of spreadsheet, database software and common desktop/web applications, including demonstrated competence in Microsoft Office software and Google platform.
- Strong interpersonal skills, analytical and mathematical skills, service orientation, active listening, critical thinking, attention to detail, ability to multi-task in a high-volume environment, organizational skills, effective verbal and written communication skills, sound judgment and decision making.
- Ability to function effectively as a member of a team.
- Ability to adapt to changing priorities.
- Intermediate knowledge and understanding of internal control practices and their impact on protecting University resources.
- Skills to provide coaching and mentoring to support staff.
- Ability to adapt and learn quickly a number of electronic systems and other business applications.
- Ability to present information in a clear and concise manner, both in writing and verbally.
- Demonstrated ability to develop and maintain cooperative, effective working relationships with faculty and staff, including individuals from a wide variety of cultures and backgrounds.
- Ability to balance competing and conflicting priorities and demands.
- Strong organizational skills, attention to detail, reliability and initiative in seeking and implementing solutions to common problems.
- Possess good judgment and know when to escalate issues for resolution.
- Bachelor's degree in related area and/or equivalent experience/training.

**Preferred Qualifications**

- Knowledge of and/or can quickly learn University policies and procedures.
- Experience in a professional office environment.

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## 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 hourly range that the University reasonably expects to pay for this position is \$34.01 (Step 1) - \$35.39 (Step 3).

- This is a non-exempt, biweekly-paid position.

## How to Apply

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

## 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.
- This position is eligible for up to 40% hybrid 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 job responsibilities. Berkeley does hire people with conviction histories and reviews information

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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](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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