

**Business System Analyst 4 (0657U), Controller's Office -
81919
University of California, Berkeley**

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Posted Oct. 20, 2025, set to expire Jun. 30, 2026

Job Title	Business System Analyst 4 (0657U), Controller's Office - 81919
Department	Controller's Office
Institution	University of California, Berkeley Berkeley, California
Date Posted	Oct. 20, 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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Business System Analyst 4 (0657U), Controller's Office - 81919

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

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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 Controller's Office provides oversight of various University financial services including financial accounting and controls, accounts receivable, accounts payable, contracts and grants accounting, and payroll. The Controller's Office also provides analyst support for the PeopleSoft Financials system which consists of the General Ledger, Accounts Payable, Purchasing, Commitment Control, Accounts Receivable, Billing, Contracts, Grants and Project Costing modules. The Business Systems Analyst position involves analyzing large-scale business processes and problems; developing solutions involving the use of computer systems, information flow and architecture; creating specifications for systems to meet requirements; validating requirements against needs; designing details of automated systems; developing user interface design; planning and executing unit integration and acceptance testing. The role may lead cross-functional teams to solve complex business or systems issues.

Position Summary

The Business Systems Analyst 4 serves as a senior analyst within the Controller's Office, supporting the design, optimization, and evolution of the Berkeley Financial System (BFS), UC Berkeley's implementation of Oracle PeopleSoft FSCM. This role provides functional expertise across multiple modules, working closely with business partners, application developers, and governance groups to deliver sustainable, policy-aligned solutions.

The analyst will lead complex projects and enhancements, often spanning departments and requiring cross-functional coordination. They analyze processes, document business requirements, translate

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functional needs into system specifications, and facilitate testing and adoption of new functionality. Analysts at this level are expected to proactively identify opportunities for improvement and play a key role in ensuring the quality, efficiency, and compliance of BFS-related operations. Their work also supports the university's long-term goal of preparing for a transition to SaaS-based platforms by minimizing technical debt and promoting scalable, delivered solutions.

We are seeking individuals who are analytical, collaborative, and eager to contribute to a high-performing team. Successful candidates will demonstrate strong communication skills, intellectual curiosity, and the ability to work independently while aligning with team standards and project goals. Our team values humility, initiative, and thoughtful problem-solving in support of our campus partners and system objectives.

Application Review Date

The First Review Date for this job is: 10/29/2025.

Responsibilities

Functional Analysis & Design:

- Lead business analysis efforts for complex BFS initiatives and enhancement requests.
- Work with campus units and application teams to identify pain points and co-design improvements.
- Translate policy, business, and compliance needs into system design.
- Work closely with business and technical teams to validate requirements and confirm design feasibility.

Process Improvement & Documentation:

- Evaluate current-state workflows to identify bottlenecks, inefficiencies, or risks.
- Design future-state processes and create high-quality functional documentation.
- Support digital adoption and self-service by contributing to training and knowledge resources.

Testing & Quality Assurance:

- Partner with the automated testing team to ensure adequate test coverage including new script development and existing script improvements and test execution.
- Execute and document functional testing for any functionality not covered by automated tests.

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- Identify root causes of application defects and assist in application solution design.

Project Execution & Stakeholder Engagement:

- Act as functional lead on multi-phase initiatives.
- Coordinate with stakeholders to support readiness and adoption.

Collaboration & Team Culture:

- Foster a strong sense of shared purpose by mentoring junior analysts and contributing to a psychologically safe, inclusive team environment.
- Participate in knowledge-sharing efforts, team retrospectives, and communities of practice that promote continuous learning and operational excellence.
- Model humility, curiosity, and mutual respect in cross-functional collaboration and problem-solving.

Required Qualifications

- Strong working knowledge of and/or can quickly learn at least three PeopleSoft FSCM modules in use at UC Berkeley: General Ledger, Accounts Payable, Expenses, Cash Management, Accounts Receivable, Billing, Contracts, Grants, Project Costing, Commitment Control, and Budgeting.
- Working knowledge of PeopleSoft enterprise components and tools, including but not limited to Query Manager, Pivot Grids, WorkCenters, Page and Field Configurator, Test Framework, Notification Framework, and Insights Dashboards.
- Demonstrated experience leading analysis or functional design for complex system changes.
- Understanding of accounting principles, finance operations, and compliance considerations in a public sector or higher education context.
- Ability to partner with technical staff to extend functionality using configuration tools and deliver enhanced user experiences.
- Experience working in Agile/Scrum environments using backlog and sprint tracking tools such as JIRA to manage requirements, design, development and testing tasks.
- Excellent written and verbal communication skills.
- Ability to synthesize input and develop actionable recommendations.
- Comfort working independently on assignments that require initiative and judgment.
- Experience creating clear, audience-appropriate documentation, including functional specifications for development and configuration teams, as well as documentation describing system functionality for business users and stakeholders.

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- Bachelor's degree in accounting, finance, business administration, business systems, computer science, engineering, information systems or a related field and/or equivalent experience/training.

Preferred Qualifications

- Awareness of how financial systems interact with other enterprise platforms such as PeopleSoft HCM or Campus Solutions.

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 \$101,600.00 - \$145,700.00.

- 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 recruitment has 2 openings.
- This position offers flexible hybrid work options, up to full-time remote (within the United States), based on job responsibilities and department needs. Work arrangements are established in partnership with your supervisor based on job responsibilities and departmental needs, and may

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change over time.

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.

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.

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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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