

Director of Finance (7710U), School of Journalism - 82373
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=268135>

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Posted Nov. 11, 2025, set to expire Jun. 30, 2026

Job Title	Director of Finance (7710U), School of Journalism - 82373
Department	School of Journalism
Institution	University of California, Berkeley Berkeley, California
Date Posted	Nov. 11, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Director/Manager Professional Staff
Academic Field(s)	Finance/Investment Management
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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

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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 School of Journalism at UC Berkeley is one of the top journalism programs in the United States. The school offers a two-year Master of Journalism degree to an enrollment of about 120 students at a time and a journalism minor serving another 300 undergraduates. The School's emphasis is on mastering a wide variety of communication techniques while learning the highest standards of responsible and enterprising journalism. There are approximately 15 senate and adjunct faculty members and over 20 working journalists who serve as lecturers. The school employs approximately 30 career staff members who manage the academic functions of the school as well as ancillary programs.

Position Summary

The Director of Finance for the School of Journalism is responsible for overseeing the finances for the entire school, including our ancillary programs such as the Investigative Reporting Program and the California Local News Fellowship. This role will oversee the school's budget process, advise the leadership team on key budgetary decisions, and serve as an advocate for the needs and priorities of the school.

Application Review Date

The First Review Date for this job is: 11/20/2025.

Responsibilities

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Financial Management:

- Oversees and implements unit budget allocations, reviews and approves financial transactions, and ensures fiscal close deadlines are met.
- Builds the annual Forecast and Operating Budget in CalPlanning, performs quarterly variance analysis, and adjusts projections throughout the year.
- Establishes processes for monitoring budget-to-actuals and distributes projections and reports to directors and managers in compliance with university, campus, and external policies.
- Manages the school's operating budget of approximately \$25 million.

Complex Financial Analysis & Reporting:

- Applies advanced professional concepts to perform technical financial analysis, prepares financial models, projections, and reports, and conducts highly complex analysis of multiple fund sources.
- Advises the Dean, CAO, and leadership team on financial trade-offs to achieve strategic goals. Evaluates finance-related processes, recommends improvements, and ensures changes are clearly communicated and supported with training.

Resource Analysis:

- Gathers, analyzes, and summarizes financial and resource data to support strategic planning and allocation decisions.
- Performs analysis of salary/FTE planning, enrollment trends, and academic policies, integrating faculty recruitment and retention commitments into long-term projections.
- Develops financial and resource reports to inform leadership on sources, uses, and future requirements.

Supervision:

- Directly supervises 2-3 finance and operations staff.

Personnel Support:

- Prepares and manages documentation for faculty start-up and retention funding, tracks commitments and liabilities, and assists with onboarding of new faculty and staff.
- Supports academic and staff personnel transactions with financial implications, coordinating closely with HR and divisional leadership.
- Aligns personnel actions with budgetary capacity to ensure financial sustainability.

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Training & Communication:

- Provides training to staff, managers, and faculty on financial systems, policies, and procedures.
- Assesses training needs, develops user-friendly resources, and streamlines procedures for financial management.
- Communicates updates, policies, and compliance requirements clearly to ensure transparency and consistent practices.

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

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

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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 \$120,000.00 - \$145,000.00. The full pay scale for this job classification is \$101,600.00 - \$189,800.00

- 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% 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 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

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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

University of California, Berkeley

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