

Senior Financial Analyst (6347C), Division of Equity &
Inclusion - 83099
University of California, Berkeley

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Posted Dec. 23, 2025, set to expire Jun. 30, 2026

Job Title	Senior Financial Analyst (6347C), Division of Equity & Inclusion - 83099
Department	Division of Equity & Inclusion
Institution	University of California, Berkeley Berkeley, California
Date Posted	Dec. 23, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Fiscal Services Finance/Investment Management
Apply Online Here	https://apptrkr.com/6798861
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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 Division of Equity & Inclusion (E&I) provides leadership and accountability to the UC Berkeley campus through 25 departments, working to resolve systemic inequities for all members of the campus through engaged research, teaching, and public service. This effort expands pathways for access and success, promoting a healthy and engaging campus climate. The Division consists of over 180 career and contract staff, over 400 limited staff, and undergraduate and graduate student employees, and a budget of \$50M; the work encompasses direct service, programmatic support, and advice and consultation across all campus communities, including undergraduate and graduate students, faculty, and staff.

Position Summary

The Senior Financial Analyst is responsible for high-level financial analysis, planning, and budget management for the E&I Division. The role involves developing, interpreting, and implementing financial concepts for financial planning, resource planning (dollars), and control of organizational budget. The Senior Financial Analyst analyzes and prepares recommendations for financial plans, including annual resource allocations, future requirements, and operating forecasts. The Financial Analyst reports to the Divisional Finance Leader.

Application Review Date

The First Review Date for this job is: 12/30/2025. For full consideration, please apply by 01/05/2026.

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Responsibilities

Financial Planning and Analysis

- Applies advanced professional concepts to perform complex technical analysis to understand past performance and determine present and future performance and/or resource allocations.
- Conducts in-depth analysis to resolve unique and/or highly technical financial issues.
- Responsible for providing analytical support for highly complex and division-wide budget, financial, and resource projects dealing directly with the divisional leadership team, Divisional Finance Leader, and major department managers.
- Advises E&I leadership on budget status and strategies to maximize use of resources and recommends solutions to problems in a rapidly changing institutional context.
- Assists the Divisional Finance Leader with managing the annual budget process for the Division of Equity and Inclusion.
- Assists the Divisional Finance Leader in completing the quarterly Key Controls compliance reviews and other reports and analyses required by the campus Budget Office.
- Directs, initiates, designs and provides analytical studies, summary reports and background materials for campus or department administrative officers and managers for financial and/or resource plans, including annual resource allocation approaches, trended future requirements, operating forecasts, sources and uses, etc., that have a significant impact on individual or multiple departments.
- Creates custom reports in financial systems, organizes the data for the target audience, and exports the report in a suitable format.
- Evaluates impact of new or modified policies or regulations upon E&I's and unit-specific business operations and develops processes and procedures that enforce compliance and fiduciary responsibility.
- Performs highly complex financial or resource research and studies for both internal department and external campus constituents.
- Synthesizes data from multiple sources and presents complex financial concepts in a clear and concise manner for audiences with varying degrees of financial expertise.
- Prepares and delivers reports to external constituent groups as needed. Examples include generating, modifying, and conceiving of new financial or other resource reports, strategic planning and modeling, analyzing and forecasting staff salary budgets, grants, gifts, endowments, and making recommendations for maximizing financial or other resource outcomes.
- Builds and maintains strong working relationships with E&I leadership team, department and project leaders, budget managers, and staff to enable collaboration and completion of analyses, budgets, reports, and other work.

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Budget Management

- Oversees management of high priority and complex state, federal, gift, private/corporate grants, block grants, and endowment funds across different departments/teams and programs in the division.
- Responsible for sound financial stewardship and budget leadership related to funding mandates.
- Ensures accuracy and integrity of budget information in campus systems.
- 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.
- Develops strategies that enable units to manage multiple and changing funding streams to sustain unit priorities.
- Advises managers and directors on financial strategies, forecasting scenarios and short-and long-range planning, and devises creative approaches to resource allocation and management that help them achieve programmatic goals and objectives.
- Identifies risks and trade-offs associated with the respective approaches.
- Develops, implements and monitors operational and budget processes, staff FTE, and finance.
- Manages systems and procedures to protect departmental assets.
- Oversees fiscal close processes.
- Determines appropriate use of the Chart of Accounts and ensures understanding and compliance within programs.
- Leads ongoing budget meetings with program managers to ensure program priorities are being met and course corrections are made in a timely manner.
- Provides analytical studies, summary reports and background materials for Divisional Finance Leader, E&I leadership, department managers, budget managers for financial and/or resource planning-operating forecasts, sources, and trend analysis for the Division.

Divisional Operations

- Makes recommendations on maintaining and strengthening internal controls to protect University resources.
- Actively participates in implementing and maintaining financial policies and procedures to mitigate financial risk for the division and acts as good stewards of financial resources.
- Actively seeks improvements and efficiency to financial processes.
- Reviews and approves advanced financial transactions.
- Acts as reviewer and/or approver as appropriate in financial processes such as reimbursements, T&E, or credit cards.

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- Maintains existing monthly general ledger review process (for SAS 115 audit controls) and incorporates new systems (e.g., CalAnswers) to streamline the process.
- Acts as project manager for divisional projects on an as-needed basis.
- Restructures budgets and financial systems in times of reorganizations, including establishing and restructuring master organization tree node levels.
- Reviews and approves advanced financial transactions.

Functional Lead Responsibilities

- Works closely with other financial analysts and administrative officers across the division.
- Evaluates new systems roll-outs and develops best practices for departments.
- Acts as a divisional subject matter expert for CalAnswers, CalPlan, HCP, and Smartview.
- Partners with the Divisional Finance Leader to set and meet deadlines for divisional finance tasks.
- Proactively identifies areas of potential fiscal concern across the division and collaborates with the Finance team to generate options or recommendations for consideration by senior leadership.
- Assist the Divisional Finance Leader in finance projects as needed.

Required Qualifications

- Advanced knowledge of and/or can quickly learn University regulations, finance policies, practices, protocols and systems for budget, fund accounting, and fund management; excellent understanding of audit practices and procedures.
- Able to identify and analyze information from a variety of sources and synthesize the information for a variety of internal and external audiences (such as the Vice Chancellor's management team, campus Budget office, program directors, finance colleagues).
- Excellent communication skills; requires ability to present complex finance related information in a clear and concise manner, both verbally and in writing to individuals and in group settings.
- Demonstrated advanced knowledge and skills to conduct financial analysis and reporting.
- Advanced experience with financial and planning systems.
- Advanced proficiency with Microsoft Office suite and Google Workspace.
- Advanced knowledge of presentation and project management software.
- Client services oriented, have good listening, critical thinking and analytical skills.
- Advanced capability to evaluate on an ongoing basis a complicated department budget to ensure that it meets long-term programmatic and organizational needs.
- Excellent ability to manage multiple projects with competing deadlines simultaneously, with careful attention to detail.
- Excellent ability to work collaboratively and act persuasively in sensitive situations; skills in

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conflict management techniques.

- Excellent interpersonal skills to lead, motivate, and influence others.
- Demonstrated ability to quickly evaluate complex issues, provide strategic and creative thinking and analysis, and make recommendations.
- Political acumen and sensitivities to differing perspectives; ability to use a high level of tact and discretion and maintain all confidentiality.
- Advanced skills in the use of and/or can quickly learn Enterprise financial systems such as CalPlanning, CalAnswers, Berkeley Financial System (BFS), Smart View reporting, BAIRs reporting, and Human Capital Planning (HCP).
- 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 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.

- This is an exempt monthly-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

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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 does not include sponsorship of a new consular H-1B visa petition that would require payment of the \$100,000 supplemental fee.
- This position is eligible for up to 75% 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 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

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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.

#TA-MC

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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