

Accounting Director, UDAR (0685U) 63475  
University of California, Berkeley

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Downloaded On: May. 9, 2024 2:12pm

Posted Jan. 11, 2024, set to expire Jun. 30, 2024

**Job Title** Accounting Director, UDAR (0685U) 63475  
**Department** University Development and Alumni Relations  
**Institution** University of California, Berkeley  
Berkeley, California

**Date Posted** Jan. 11, 2024

**Application Deadline** Open until filled  
**Position Start Date** Available immediately

**Job Categories** Professional Staff  
Director/Manager

**Academic Field(s)** Fiscal Services

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**Job Description**

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**Accounting Director, UDAR (0685U) 63475**

**About Berkeley**

At the University of California, Berkeley, we are committed to creating a community that fosters equity of experience and opportunity, and ensures that students, faculty, and staff of all backgrounds feel safe, welcome and included. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

The University of California, Berkeley, is one of the world's leading institutions of higher education,

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distinguished by its combination of internationally recognized academic and research excellence; the transformative opportunity it provides to a large and diverse student body; its public mission and commitment to equity and social justice; and its roots in the California experience, animated by such values as innovation, questioning the status quo, and respect for the environment and nature. Since its founding in 1868, Berkeley has fueled a perpetual renaissance, generating unparalleled intellectual, economic and social value in California, the United States and the world.

We are looking for equity-minded applicants who represent the full diversity of California and who demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present in our community. When you join the team at Berkeley, you can expect to be part of an inclusive, innovative and equity-focused community that approaches higher education as a matter of social justice that requires broad collaboration among faculty, staff, students and community partners. In deciding whether to apply for a position at Berkeley, you are strongly encouraged to consider whether your values align with our [Guiding Values and Principles](#), our [Principles of Community](#), and [our Strategic Plan](#).

At UC Berkeley, we believe that learning is a fundamental part of working, and 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 staff employees with at least 80 hours (10 days) of paid time per year to engage in professional development activities. To find out more about how you can grow your career at UC Berkeley, visit [grow.berkeley.edu](https://grow.berkeley.edu).

## Departmental Overview

University Development and Alumni Relations (UDAR) strengthens Berkeley's excellence through engagement with alumni, parents, undergraduate and graduate students and friends of the university, raising public awareness about Berkeley and increasing private philanthropy. UDAR provides overall direction for the campus's philanthropic advancement strategies and works to strengthen development with campus fundraisers.

Advancement Operations delivers foundational infrastructure and services for the campus's advancement community and manages the operations of UDAR. Its subject matter expertise encompasses information technology, data management, data analytics, institutional reporting, project management, gift acceptance, gift processing, compliance, donor relations, stewardship, accounting, treasury, budget, business operations, facilities, human resources, DEIBJ, and organizational development. Its work is accomplished by more than 100 team members working in its eight component units - Advancement Information Services, Gift Services, Fund Stewardship and

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Compliance, Donor Relations, Finance and Administration, DEIBJ, Information Strategy and Analysis, and Talent Management and Workforce Planning.

Gift and Investment Accounting (GIA) reports into Finance and Administration, and is responsible for the accounting, reporting, asset management, and treasury activities of the UC Berkeley Foundation (UCBF). GIA does this in partnership with the Berkeley Endowment Management Company (BEMCO), the investment company managing the \$2.9 billion Foundation's endowment pool. GIA performs the accounting and reporting on all financial gifts to the University and the Foundation, including endowment funds. GIA manages and distributes current use gifts and endowment payout from the Foundation to the campus units and the University affiliates.

The Accounting Director manages the Gift and Investment Accounting (GIA) Dept and is responsible for the proper accounting, reporting and valuation of the Foundation's assets and Regents gifts. The Accounting Director (AD) reports to the Executive Director of Finance and Administration. The AD directs the accounting functions such as analyzing, monitoring, preparing and reconciling financial information to reflect the condition of the organization. The AD provides financial and other statistical data to the UC Office of the President, the Campus Budget and Accounting Offices, Senior Managers in UDAR and Trustee Committees of the UCBF. The AD is responsible for establishing and maintaining internal control procedures for protection of over \$3+bil of the Foundation's assets as well as Regents gifts and endowment funds. The AD also oversees over \$100mil+ in financial/cash transactions each year. The AD ensures the financial recording and reporting is in compliance with Governmental Accounting Standards Board (GASB) and UCOP policies and procedures. The AD prepares and reviews financial, audit, tax, and annual endowment reports to meet internal and external reporting requirements. The AD directly works with and coordinates activities with external business partners including operating and Custodian Banks, Investment Managers, Trust Administrators, external auditors and tax consultants. The AD represents the UDAR division at campus meetings and participates as a key partner in strategic projects, such as implementation and enhancement of financial and donor management systems.

The AD also serves as Assistant Treasurer for the UCBF and is a signer on all foundation accounts.

## Responsibilities

- Directs accounting staff to complete assignments using established guidelines, procedures, and standards. Provides daily supervision and guidance to employees, assigning tasks, checking work, and ensuring accounting reporting deadlines are met. Follows established practices and procedures in analyzing situations and assignments.
- Monitors daily operations of accounting unit. Develops objectives and manages the financial

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activities of the \$3bil+ of assets of the UCBF with a broad scope of specialized accounting and finance functions including investment accounting, cash management, endowment and current use funds and trust accounting. Directs and approves accounting activities of Regents current use and endowment gifts. Plans and coordinates monthly and fiscal closing, external audit, and tax preparation processes and year end UCOP reporting.

- Uses full knowledge of own area of functional responsibility. The AD is responsible for the proper accounting and valuation of the Foundation's assets and Regents gifts. This position requires expert accounting knowledge and professional experience developing processes and procedures to ensure accounting standards and practices are in compliance with UC policies, GAAP, GASB, SAS and UPMIFA.
- Regularly participates in interactions to exchange or present accounting information. Regularly works with and coordinates activities with internal and external business partners, including BEMCO, operating banks, custodial banks, investment managers, trust administrators, external auditors and tax consultants, campus controllers and budget offices, UCOP, etc.
- Serves as Assistant Treasurer of the UCBF. This position is responsible for oversight of all cash transactions and approves all wire transfers and investment subscriptions. The AD prepares financial and other reporting for the UCBF trustees and Committees, and UCOP reporting. Provides back-up for the Treasurer of the Foundation as requested.
- Participates in special task forces and Committees as required, i.e. gift and fund reporting process improvements and determining business and financial requirements for new systems.

## Required Qualifications

- Demonstrated expertise and experience in applying broad knowledge of an organization's operational, personnel, and financial transactions and systems.
- Demonstrated, broad knowledge of financial transactions and systems, as well as related policy, accounting, and regulatory compliance requirements.
- Must have demonstrated experience in the use and application of GASB accounting and reporting standards, GAAP, auditing standards, UPMIFA and regulatory compliance requirements.
- Basic knowledge of industry best practices.
- Broad service orientation skills; proven ability to multi-task effectively in a varied, high volume environment; sound judgment and decision-making skills; and reasoning ability to develop original ideas to solve problems.
- Ability to effectively coach, mentor, lead and/or manage professional staff.
- Thorough interpersonal skills and ability to work effectively across the organization at all levels.
- Strong verbal and written communication skills, and ability to effectively adapt communications to

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a broad range of stakeholders and partners.

- Knowledge of Berkeley BFS and BAIRS systems preferred, or possess a demonstrated ability to quickly learn and navigate new financial information systems.
- Advanced Microsoft office skills required.
- Strong skills using common desktop / web applications.
- Bachelor's degree in related area and / or equivalent experience / training.

### **Preferred Qualifications**

- Professional certification and/or CPA preferred.

### **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 salary/annual pay scale that the University reasonably expects to pay for this position is \$150,000.00 to \$178,100.00.

The full salary range for this position classification is \$95,300.00 to \$178,100.00.

### **How to Apply**

To apply, please submit your resume and cover letter.

### **Diversity Statement**

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Please include, as part of your application a brief (1-2 paragraph) statement on your contributions to diversity, equity, inclusion, and belonging in your professional experience.

Advancing diversity, equity, and inclusion are fundamental to our UC Berkeley Principles of Community, which states that "every member of the UC Berkeley community has a role in sustaining a safe, caring, and humane environment in which these values can thrive."

### **Other Information**

The application reviews are anticipated to begin in the week of January 29. The position will remain open until filled.

Remote/Telecommuting options are negotiable for this position.

### **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.

### **Equal Employment Opportunity**

The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or protected veteran status. For more information about your rights as an applicant, please see the [U.S. Equal Employment Opportunity Commission](#) poster.

For the complete University of California nondiscrimination and affirmative action policy, please see the University of California [Discrimination, Harassment, and Affirmative Action in the Workplace](#) policy.

**To apply, visit**

[https://careerspub.universityofcalifornia.edu/psp/ucb/EMPLOYEE/HRMS/c/HRS\\_HRAM.HRS\\_APP\\_SCH](https://careerspub.universityofcalifornia.edu/psp/ucb/EMPLOYEE/HRMS/c/HRS_HRAM.HRS_APP_SCH)

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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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