

Finance Internal Control Analyst
University of California Riverside

Direct Link: <https://www.AcademicKeys.com/r?job=229691>

Downloaded On: May. 8, 2024 6:33am

Posted Jan. 30, 2024, set to expire May 25, 2024

Job Title Finance Internal Control Analyst
Department School of Business
Institution University of California Riverside
Riverside, California

Date Posted Jan. 30, 2024

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Other Administrative Categories

Academic Field(s) Financial Planning/Budget Management
Business & Administration

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Job Description

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Finance Internal Control Analyst

University of California Riverside

Job Number: 31918006

Full/Part Time: Full Time

Schedule: 8AM - 5PM

Salary: \$54,200 - \$93,200

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Position Information

The School of Business at the University of California, Riverside is a nationally-ranked and Internationally recognized AACSB-accredited business school. With over 14,000 alumni from all over the world, it is home to the largest undergraduate business program in the University of California system, as well as to the A. Gary Anderson Graduate School of Management, which features a Master of Business Administration (MBA), Ph.D., Professional MBA (PMBA), Master of Professional Accountancy (MPAc), Master of Finance (MFin), and Master of Business Analytics (MSBA) programs. The school is positioned as a center of excellence in business education through cutting-edge research on the business challenges of the 21st century. The incumbent will assist in the review of budgets, conduct monthly reconciliation of general ledgers and payroll expenditure reports, and understand and apply accounting principles and university policies to work to support the accuracy of financial data for the department. The incumbent is responsible for identifying, analyzing, and resolving account variances and errors. The purpose of this position is to ensure campus policy compliance by instituting internal controls. The incumbent will also manage equipment inventory and will serve as backup support for payroll and finance as needed.

The salary range for the position is \$54,200.00 - \$93,200.00 annually. The expected pay scale for this position is up to \$83,450.00 annually. We base placement within these ranges on the individual's qualifications as they relate to this position.

Applicants must have current work authorization when accepting a UCR staff position. Currently, we are unable to sponsor or take over sponsorship of an employment Visa for staff. As a condition of employment, you will be required to comply with the University of California Vaccination Program Policy.

Education

Education Requirements

Bachelor's degree in related area and/or equivalent experience/training. Required Master's degree in related area and/or equivalent experience/training.

Experience

Requirement 2 - 4 years of related experience. Required Min. of 1 higher education related experience. Required

Minimum Requirements

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Must pass a background check.

Preferred Qualifications

Working knowledge of financial processes, policies and procedures.

Skills to provide coaching and mentoring to support staff.

Ability to function effectively as a member of a team.

Proficiency in the use of spreadsheet and database software.

Strong knowledge of financial data management and reporting systems.

Intermediate knowledge and understanding of internal control practices and their impact on protecting University resources.

Strong interpersonal skills, analytical 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 adapt to changing priorities.

Additional Information

Ability to present information clearly and concisely both in writing and verbally.

Demonstrate interpersonal skills, service orientation, critical thinking, attention to detail, ability to multi-task in high volume environment, and organizational skills.

Working knowledge of UC financial policies and procedures, to include Oracle, looker and Concur applications.

To apply, please visit:

https://irecruitportal.ucr.edu/irecruit/!Controller?action=jobs_webui.show_page&page=jobs_detail&re

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Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

School of Business
University of California Riverside

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