

Director of Finance (0212U) Undergraduate Education -
67687
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=234682>

Downloaded On: May. 16, 2024 6:35am

Posted Apr. 15, 2024, set to expire Jun. 30, 2024

Job Title	Director of Finance (0212U) Undergraduate Education - 67687
Department	
Institution	University of California, Berkeley Berkeley, California
Date Posted	Apr. 15, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Director/Manager
Academic Field(s)	Financial Planning/Budget Management Business & Administration
Apply Online Here	https://apptrkr.com/5180195

Apply By Email

Job Description

Image not found or type unknown



Director of Finance (0212U) Undergraduate Education - 67687

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.

Director of Finance (0212U) Undergraduate Education -
67687
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=234682>

Downloaded On: May. 16, 2024 6:35am

Posted Apr. 15, 2024, set to expire Jun. 30, 2024

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

Departmental Overview

The Division of Undergraduate Education (UE) engages the campus on vital academic initiatives that enrich the UC Berkeley undergraduate experience. The division offers programs and services that support the diverse Berkeley community of students, faculty, and staff in teaching, learning, and discovery. Under the leadership of the Vice Provost for Undergraduate Education, UE formulates and implements both campus strategy around undergraduate education and the student experience, and directs the operational work of academic support units; American Cultures Center, the Athletic Study Center, Berkeley Changemaker, Berkeley Connect, Berkeley Discovery, the Biology Scholars Program, Research, Teaching and Learning, and the Student Learning Center.

Application Review Date

The First Review Date for this job is: 4/26/2024

Director of Finance (0212U) Undergraduate Education -
67687
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=234682>

Downloaded On: May. 16, 2024 6:35am

Posted Apr. 15, 2024, set to expire Jun. 30, 2024

Responsibilities

The Division's financial operations are complex, involving ten sub-units and the distribution of campus funding, revenue generation activities, philanthropic gifts of various types, and management of restricted and unrestricted reserves. The Director of Finance establishes a divisional financial strategy for the Division of Undergraduate Education, manages the annual budget and quarterly forecast, develops and prepares variance reporting, sets operational objectives, develops finance-related work plans, helps support resource allocation across the division, authorizes expenditures, and delegates assignments to members of the divisional finance team. Objectives are reviewed by senior management to determine success of operation.

The Director of Finance is responsible for managing, preparing, administering, and directing the control of the budget/campus resources and communication regarding the budget process for the division. Manages the divisional finance and operations team; oversees human resources and operational functions that are performed by the finance team. Reviews and approves recommendations for financial planning and control. Monitors division and department adherence to the approved budget. Involved in developing, modifying and executing campus policies that affect immediate operation(s) and may also have campus-wide effect. Manages and is accountable for the stewardship of human, financial, and physical resources in compliance with divisional and organizational goals and objectives. Ensures subordinate supervisors and professionals adhere to defined internal controls. Manages systems and procedures to protect divisional assets. Erroneous decisions will have a serious impact on the overall success of functional, division, and even campus operations. This position currently supervises four staff members and provides dotted-line supervision for a fifth staff member.

The Director of Finance reports to the Assistant Vice Provost and Chief of Staff, serves on the Vice Provost's immediate office team, and is a designated Divisional Finance Leader (DFL).

Financial and Budget Strategy

- Creates, maintains, and reports on operational budgets and budget processes, staffing, and financial planning of labor and non-labor activities.
- Creates monthly, quarterly, annual, and ad hoc financial reviews with divisional leaders and staff.
- Responsible for meeting all fiscal close procedures and deadlines.
- Responsible for maintaining integrity of the division's budget systems and processes; functions as chief budget liaison for budget allocations, oversees analysis and development for division-wide funding issues and budget processes, resource allocations and funding models, including long range planning for major divisional programs.
- Oversees budgets and financial management for all the units in the division, including the VPUE's

Director of Finance (0212U) Undergraduate Education -
67687
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=234682>

Downloaded On: May. 16, 2024 6:35am

Posted Apr. 15, 2024, set to expire Jun. 30, 2024

immediate office; Advising Strategy + Training; the American Cultures Center; the Athletic Study Center; Berkeley Changemaker; Berkeley Connect; Berkeley Discovery; the Biology Scholars Program; Research, Teaching, and Learning; and the Student Learning Center.

- Responsible for maintaining integrity of campus budget systems through oversight and executive management; directs strategic planning operations in the Division, working with the Vice Provost, Assistant Vice Provost and Chief of Staff, and Divisional leadership team in establishing the division's strategic plans and objectives.
- Oversees building of the annual Forecast and Operating Budget in CalPlanning. Performs quarterly variance analysis at L3 and L4 levels, and L5 levels as needed, and makes adjustments to the Forecast throughout the year.
- Ensures that the finance team delivers monthly projections and reports to unit directors/managers; performs monthly/quarterly key controls review; forecasts budgets in compliance with divisional and campus systems; processes financial transactions that comply with campus, university, and external policies and procedures; and assists units with information for annual reviews.
- Utilizes various campus systems to resolve complex financial and budgetary issues: Berkeley Financial System (BFS), CalPlanning, CalAnswers, and other sources and tools.
- Establishes internal financial control and ensures financial procedures are in compliance with UC policies and procedures.
- Ensures ongoing monitoring of budget-to-actuals and meaningful financial management reporting within the division.
- In partnership with VPUE and AVP-COS, makes decisions, sets objectives and strategy, and directs all aspects of divisional financial management.
- In partnership with the AVP-COS, deploys the division's financial, human and intellectual assets to the division's greatest advantage.
- Establishes and recommends changes to financial and operations policies that affect units or the division.
- Serves as a campus authority on the Instructional Resilience and Enhancement Fee (IREF) and provides reports on the use of IREF funds to the IREF Advisory Committee as needed or ensures this need is addressed through delegation.
- Directs, initiates, designs, and provides analytical studies, summary reports, and background materials related to finance and operations for divisional leadership as needed.

Leadership and Supervision

- Manages the coordination and implementation of financial activities of ten units within the division, with ultimate responsibility for results in terms of costs, methods, and employees.

Director of Finance (0212U) Undergraduate Education -
67687

University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=234682>

Downloaded On: May. 16, 2024 6:35am

Posted Apr. 15, 2024, set to expire Jun. 30, 2024

Facilitates coordination between functional areas and other organizational units.

- Manages the divisional finance and operations team. Develops goals and objectives for Finance team and provides leadership and training to the staff. Promotes an effective teamwork environment.
- Regularly interacts with the Vice Provost, the Assistant Vice Provost and Chief of Staff, and divisional unit leaders on matters concerning the full spectrum of operational activities in the Division.
- Assesses training needs for divisional staff in areas such as sound financial practices, new business systems, and use of financial software or other tools that will improve fund management.

Fund Management

- Establishes, assesses, and strengthens appropriate internal controls to protect University resources.
- Provides executive management and oversight of all ledger and reporting functions for the division working with divisional leadership and the UE Finance team to assure the integrity of the fund management structure.
- Serves as Divisional Finance Lead for the Division of Undergraduate Education.
- Oversees a divisional budget including state funding, student fee funding, philanthropic gifts, and revenue.
- Manages endowments.
- Understands policies related to student fee funding, in order to responsibly steward designated and restricted resources.

Stakeholder Engagement

- Represents the division on campus committees and workgroups as requested by the VPUE or AVP-COS.
- Engages with development team to understand likely financial outlook related to divisional philanthropic efforts.
- May serve on additional campus committees as assigned.
- Acts as a liaison between the Division and campus central units, including the Budget Office, General Accounting, Disbursements, and Business Contracts.

**Director of Finance (0212U) Undergraduate Education -
67687
University of California, Berkeley**

Direct Link: <https://www.AcademicKeys.com/r?job=234682>

Downloaded On: May. 16, 2024 6:35am

Posted Apr. 15, 2024, set to expire Jun. 30, 2024

Required Qualifications

- Comprehensive knowledge of finance and budget policies, practices, and systems; budgeting and reporting techniques; fund accounting; human resource planning; accounting and bookkeeping.
- Ability to effectively communicate verbally and in writing, particularly on complex financial topics; strong presentation skills.
- Interpersonal skills, political acumen, and ability to work effectively across the organization at all levels in a collaborative manner; multicultural competency and ability to interact with diverse populations.
- Excellent analytical and critical thinking skills.
- Ability to multi-task.
- Ability to develop and/or distill complex financial, operational, or strategic analyses into easily understandable products and actionable recommendations.
- Ability to inspire, organize, and direct the activities of direct reports, professionals, and peers within the organization.
- Client services oriented and possessing good listening skills.
- Advanced proficiency in business applications, such as Microsoft Office suite, especially Excel and PowerPoint.

Education and Training

- Bachelor's degree in accounting, business, economics, or related field; and/or substantial experience related to financial management in a multidivisional organization; and/or equivalent experience or training.

Preferred Qualifications

- Knowledge and understanding of internal control practices and their impact on protecting University resources.
- Advanced proficiency with query and reporting tools and enterprise financial systems (Oracle Peoplesoft, Oracle Hyperion, Oracle OBIEE or similar systems) and understand their interdependencies.
- Able to act as a subject matter expert for the Division in certain advanced features of Excel, use of enterprise financial systems, planning tools, and query and reporting tools.
- Advanced knowledge of budget and planning tools (Oracle Hyperion or similar tools).

Director of Finance (0212U) Undergraduate Education -
67687

University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=234682>

Downloaded On: May. 16, 2024 6:35am

Posted Apr. 15, 2024, set to expire Jun. 30, 2024

- Knowledge of GAAP (Generally Accepted Accounting Principles).
- Understands the components and interdependencies of financial statements/reports, including basic statistical relationships; examples include financial statement ratios, Key Performance Indicators (KPIs) and Compounded Annual Growth Rate (CAGR).

Salary & Benefits

- This is a 100% Career position with full benefits.
- Exempt and paid monthly.
- This job is eligible for up to 80% remote work.
- This is not a visa opportunity.

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 or hourly range that the University reasonably expects to pay for this position is \$129,300-\$176,900, not to exceed \$200,700 annually.

Diversity Statement

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."

Director of Finance (0212U) Undergraduate Education -
67687
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=234682>

Downloaded On: May. 16, 2024 6:35am

Posted Apr. 15, 2024, set to expire Jun. 30, 2024

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.

The [University of California's Affirmative action policy](#).

The [University of California's Anti-Discrimination policy](#).

To apply, visit

https://careerspub.universityofcalifornia.edu/psp/ucb/EMPLOYEE/HRMS/c/HRS_HRAM.HRS_APP_SCH

Contact Information

Director of Finance (0212U) Undergraduate Education -
67687

University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=234682>

Downloaded On: May. 16, 2024 6:35am

Posted Apr. 15, 2024, set to expire Jun. 30, 2024

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

Contact

N/A

University of California, Berkeley

,