

Director of Finance (0212U) Job 75780 - The College of
Computing, Data Science, and Society (CDSS)
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=252115>

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Posted Jan. 27, 2025, set to expire Jun. 30, 2025

Job Title	Director of Finance (0212U) Job 75780 - The College of Computing, Data Science, and Society (CDSS)
Department	The College of Computing, Data Science, and Society
Institution	University of California, Berkeley Berkeley, California
Date Posted	Jan. 27, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Director/Manager
Academic Field(s)	Financial Planning/Budget 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 College of Computing, Data Science, and Society (CDSS) is a dynamic, innovative new college at UC Berkeley that represents a once-in-a-generation transformation. The College brings together faculty, researchers, staff and students from computing, statistics, the humanities, and social and natural sciences, mirroring the cross-cutting nature of data science and redefining the research university for the digital age. Core to the College is a commitment to examining how the digital revolution affects equity and opportunity-and building the capacity to respond to these challenges.

CDSS was created to meet the opportunities and demands of a world where data, machine learning, and artificial intelligence inform practice and policy in virtually every arena. The College connects the Data Science Undergraduate Studies program, Department of Electrical Engineering & Computer Sciences, Department of Statistics, the Berkeley Institute for Data Science, Computational Precision Health, and the Center for Computational Biology.

The position will serve as the Divisional Finance Leader (DFL) for the College of Computing, Data Science and Society (CDSS). As the DFL, the position has strategic and technical responsibility for the development of financial plans, implementing resource controls, oversight of organizational budget, critical analysis and recommendations for dynamic multi-year plans for senior leadership. Reporting to the Chief Administrative Officer (CAO)/ Assistant Dean for Administration and Finance, this position partners with the CAO to advise the senior leadership in CDSS. Responsible for preparing the College to respond to finance reform and a metrics informed model of resource allocations. As the College grows, this position is expected to engage with new business opportunities and to evaluate/vet

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revenue-generating proposals with cost-benefit analysis. This position is unique because CDSS is a new and complex academic unit. The incumbent will be the subject matter expert for CDSS and will be responsible for working closely with College leadership, campus level leaders, and departmental managers and chairs. The incumbent will manage and effectively deploy a financial portfolio of recurring campus funds, restricted gifts, new endowments, and grants and will be responsible for recommending and developing the financial reporting and plans for CDSS.

The College is responsible for growing Berkeley's broad-based undergraduate programs in data science, computing, statistics and other interdisciplinary programs, including classes and programs serving thousands of undergraduate students a year. Visit this website to learn more about the future home of CDSS in the new Gateway Building: <https://data.berkeley.edu/news/uc-berkeley-showcasesplans-cdss-future-home-new-video>.

Application Review Date

The First Review Date for this job is: February 6, 2025 or open until filled

Responsibilities

30% - Creates, maintains, and reports on operational and capital budgets and budget processes, staffing, and financial planning of labor and non-labor activities. Analyzes annual and multi-year budget reports for departmental operating budgets and assists in making projections. Identifies current and anticipated problems, develops solutions, recommends actions, and implements decisions. Formulates strategic plans to utilize current resources fully, obtains new resources when appropriate, and responds to either temporary/permanent budget reductions or allocation of new funds. In collaboration with Division colleagues, determines the financial component of the annual TAS budget process, coordinating and reviewing the Academic Personnel, Curriculum Planning and Student Services data. Creates and updates financial models for decision support of new revenue-generating programs and initiatives. Assesses the impact of university academic policies for the Division and integrates faculty recruitment plans into provisional financial plans. Prepares documentation for start-up funding and manages/reports on financial liabilities as a result of commitments. Creates startup and retention worksheets for new faculty. Orients new faculty to campus purchasing and tracks spending over the years.

30% - Establishes and recommends changes to policies which affect units or the organization. Performs highly complex financial or resource research and studies for both internal department and external campus constituents. Engages in campus financial planning and initiatives. Works with the campus to review the division's financial status and maintain the budget process. Represents the



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Division on business affairs to the institution community. Acts as a liaison between the Division and campus central units, including the Budget Office, General Accounting, Capital Projects, Disbursements, and Business. Contracts. Establishes internal financial controls and ensures financial procedures are within compliance with UC policies and procedures, conducts financial analyses, assessing the adequacy of the full range of resources, identifies problems areas and troubleshoots to identify resolution strategies. Establishes a process for the ongoing monitoring of budget-to-actuals and meaningful financial management reporting within the division. Utilizes various campus systems to resolve complex financial and budgetary issues: Berkeley Financial System (BFS), Cal Planning, CalAnswers, and other sources and tools. Builds the annual Forecast and Operating Budget in CalPlanning. Performs quarterly variance analysis at L4 and L3 levels and make adjustments to the Forecast throughout the year.

15% - Interacts with senior management. Within CDSS, counsels senior management (CAO, Dean, Associate Deans, department chairs, and managers) on making budgetary tradeoffs to meet College's strategic priorities given the financial landscape. Collaborates with the CAO to formalize and develop scalable financial structures, reporting mechanisms, and standardized processes to support the operational and strategic needs of the new college. Incumbent is responsible for working with leadership in central campus and other academic units.

15% - Manages, through subordinate supervisors and technical leads, the coordination and implementation of activities of a section or department with responsibility for results in terms of costs, methods, and employees. Leads a team of less-experienced analysts and administrative professionals. Develops goals and objectives for the Finance team, provides leadership and training to the staff, plans and implements systems, procedures and services, develops ad-hoc reports and control measures, and deals with a variety of complex and unusual problems. Troubleshoots problems and conflicts; provides additional staff training as required. Ensures that business processes, procedures, service delivery and records management are uniform, consistent and efficient. Oversees and performs all management functions, including recruitment, training and coaching, employee development, conflict resolution, and performance management. Assesses training needs for peer managers/or supervisors, and other staff in areas such as sound financial practices, new business systems, and use of financial software or other tools that will improve fund management. Supervises and oversees the CDSS Finance team.

10% - Frequently interacts with subordinate supervisors, customers, and / or functional peer group managers. Facilitates various activities between functional areas, other organizational units, or customers.

Required Qualifications

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- 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.
- Interpersonal skills and ability to work effectively across the organization at all levels; ability to interact with diverse populations.
- Client services oriented, good listening, critical thinking, and analytical skills.
- Ability to multi-task.
- Knowledge and understanding of internal control practices and their impact on protecting University resources.
- Expert knowledge of common analytical tools used within the UC financial community including Excel, Smart View, CalAnswers, Cal Planning, etc.

Preferred Qualifications

- MBA or MPA desirable.

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.

Classification: FINANCIAL ANL MGR 1

Anticipated hiring range: \$109,200- \$186,100

UCB salary range: \$109,200- \$207,800

The salary offer to the final candidate will take into consideration their experience and salary equity with current UC Berkeley employees working in a similar roles.

Conviction History Background



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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.

Misconduct Disclosure

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/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](#).



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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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