

Divisional Chief Financial Officer, Student Affairs (0213U)
63739
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=229213>

Downloaded On: May. 9, 2024 7:33am

Posted Jan. 22, 2024, set to expire Jun. 30, 2024

Job Title	Divisional Chief Financial Officer, Student Affairs (0213U) 63739
Department	Office of the Vice Chancellor for Student Affairs
Institution	University of California, Berkeley Berkeley, California
Date Posted	Jan. 22, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Senior Executive Officer
Academic Field(s)	Student Affairs Business & Administration
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Job Description

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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.

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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 Office of the Vice Chancellor for Student Affairs (VCSA) provides leadership and administrative support to nineteen (19) units with over 1600 career positions, and an additional 1,500 student and 268 limited staff; and an annual operating budget of \$600M. In addition, the Financial Aid Office directly awards over \$400 million from over 700 funding sources to 25,000 undergraduate and graduate students at the University of California, Berkeley. The University has over 45,000 students total. Student Affairs includes units like the Dean of Students, University Health Services, Enrollment Management, Financial Aid, and centralized administrative offices.

Job Summary

The Division of Student Affairs is a diverse organization with more than 3,000 employees (fulltime, part-time, contract and student staff) that provide a variety of services to faculty, staff, students and the

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surrounding campus community. The Chief Financial Officer has the overall responsibility for all financial, strategy, compliance and business services for the Division of Student Affairs. The CFO provides strategic direction and overall program management for division-wide financial analysis, models, controls, budgeting, and forecasting. The CFO also provides strategic partnership with other executive leadership on strategic planning, position management, and business services functions. This position ensures that the Division of Student Affairs' considerable resources, with an annual budget of more than \$450 million, are deployed in the most efficient manner possible to maximize the Division's financial health, strategic initiatives, and future viability, while anticipating and minimizing internal and external risks to the Division. As a member of the Division's executive leadership team, the CFO provides high-level strategic guidance for the division's financial strategy. In close partnership with the Vice Chancellor for Student Affairs, the Chief of Staff, and the division's leadership team, the CFO utilizes their expertise to formulate the division's strategic and financial plan and model.

Custom Scope

The Division's operations are unusually complex, involving units who rely solely on university support, fully self-supporting entities, true revenue-generation units and those seeking creative sources of revenue. Moreover, the Division is responsible for the stewardship of student fee monies (e.g. Student Services Fees), these are funds the Division does not control but is responsible to ensure are used in the appropriate manner. In this environment, the CFO establishes a divisional strategy, operational objectives and work plans, and delegates assignments to members of the divisional finance team. Objectives are reviewed by senior management to determine success of operation. Responsible for managing, preparing, administering, and directing the control of the budget/campus resources and communication regarding the budget process and works in partnership with the Chief of Staff for Student Affairs on these efforts. Manages the activities of the financial analyst staff. Reviews and approves recommendations for financial planning and control as well as capital planning. Monitors division and department adherence to approved budget. Involved in developing, modifying and executing campus policies that affect immediate operation(s) and may also have campus-wide effect. Erroneous decisions will have a serious impact on the overall success of functional, division, and even campus operations. The CFO serves on the Vice Chancellor's Executive Team, is a member of the Vice Chancellor's Senior Council, and serves on the Position Management group and leads the Resource Allocation Committee for the Division of Student Affairs.

Responsibilities

- Financial and Budget Strategy - 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

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allocations and funding models, including long range planning for major divisional programs. In partnership with VCSA and Chief of Staff, makes decisions, sets objectives and strategy, and directs all aspects of divisional financial management. In partnership with the Chief of Staff and Executive Director of People and Administrative services, deploys the division's financial, human and intellectual assets to the division's greatest advantage. Responsible for maintaining integrity of campus budget systems through oversight and executive management; directs strategic planning operations in the Division, working with the Vice Chancellor, Chief of Staff, and Divisional leadership team in establishing the division's strategic plans and objectives.

- Fund Management Executive management and oversight in developing, modifying, and executing campus policies which affect division operation(s) and may also have campus-wide effect; executive management and oversight of all ledger and reporting functions for the division working with divisional leadership and the SA Finance team to assure the integrity of the fund management structure.
- Campus Leadership Responsible for representing financial and strategic interests of the Division in working with campus and UCOP partners; responsible for analyzing the Division's strategic and financial interests and modifying or opposing initiatives that would damage them, and for improving the political or financial viability of plans or initiatives which might otherwise improve the Division's position; develop complex analyses (financial, strategic or operational) in support or opposition of these initiatives, or be involved in packaging and positioning the case for or against the project or initiative, and advocating with key constituents. Works in partnership with the COS on these efforts.
- Leadership and Supervision Manages the Finance Department through subordinate managers who exercise full supervision in terms of costs, methods, and employee. Regularly interacts with the Vice Chancellor, the Chief of Staff, and the Divisional leadership team on matters concerning the full spectrum of operational activities in the Division which includes housing and dining operations, the ASUC Student Union and University Health Services.
- Divisional Leadership Serves as an active member of the VCSA's executive leadership team and Senior Council. Represents the division on campus committees and workgroups as requested by the VCSA or Chief of Staff. Takes on other duties as assigned (e.g. may include serving as a peace observer during times of student unrest). Participates in DEIBJ and other trainings as directed.

Required Qualifications

- Extensive knowledge of financial policies, practices and systems; budgeting and reporting techniques; fund accounting; long range planning; human resource planning; accounting and bookkeeping; external financing, cash flow operations; and strategic planning methods and

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techniques.

- Strong ability to effectively communicate verbally and in writing.
- Demonstrated interpersonal skills and ability to work effectively across the organization at all levels; ability to interact with diverse populations. Position requires exceptional political sensitivity and interpersonal skills and ability to enable the incumbent to work effectively across and outside the organization at all levels in a collaborative manner.
- Client services oriented; good listening, critical thinking and analytical skills.
- Ability to multi-task and meet deadlines.
- Ability to evaluate processes to establish and maintain appropriate accountability structures and strong internal control elements.
- Demonstrated negotiation skills.
- Must have the ability to develop and/or distill complex financial, operational or strategic analyses into easily understandable products and actionable recommendations.
- Strong leadership skills, supervisory experience, and ability to work with a team and develop consensus in sensitive and confidential situations.
- Ability to inspire, organize and direct the activities of subordinate managers, professionals and peers within the organization.
- Demonstrated ability to track and implement dynamic best practices in fund management, budgeting, and financial strategy.

Education

- Advanced degree in related area and / or equivalent experience / training

Preferred Qualifications

- Experience in higher education.
- Professional certification 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

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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 \$192,000.00 to \$221,100.00.

The full salary range for this position classification is 129,600.00 to 254,400.00

How to Apply

To apply, please submit your resume and cover letter.

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."

Other Information

The application reviews are anticipated to begin on February 19, 2024. The position will remain open until filled.

Hybrid work is 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

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employment contingent upon successful completion of the background check.

Mandated Reporter

This position has been identified as a Mandated Reporter required to report the observed or suspected abuse or neglect of children, dependent adults, or elders to designated law enforcement or social service agencies. We reserve the right to make employment contingent upon completion of signed statements acknowledging the responsibilities of a Mandated Reporter.

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

Contact Information

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

Contact

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