

Assistant Director, Financial Services (4628U) -
Intercollegiate Athletics - 65918
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=232773>

Downloaded On: May. 18, 2024 8:39pm

Posted Mar. 12, 2024, set to expire Jun. 30, 2024

Job Title	Assistant Director, Financial Services (4628U) - Intercollegiate Athletics - 65918
Department	
Institution	University of California, Berkeley Berkeley, California
Date Posted	Mar. 12, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Associate/Assistant Director
Academic Field(s)	Financial Planning/Budget Management Business & Administration Athletics
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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 Department of Intercollegiate Athletics consists of more than 275 staff members and coaches and sponsors 30 varsity sports programs. These 30 programs include more than 850 student-athletes who participate in the various sports programs annually within the National Collegiate Athletics Association (NCAA). We are currently seeking an Assistant Director, Financial Services position to assist with ensuring our transactions are accurately processed in a timely manner.

Application Review Date

The First Review Date for this job is: March 25, 2024

Responsibilities

The Assistant Director, Financial Services reviews the processing and servicing of a variety of

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operational, personnel, and financial transactions and services. Includes cashiering, payroll, accounts receivable, accounts payable, purchasing, recharge billing, travel / entertainment, gift accounting, collections, data collection and data entry, analysis, review and control, customer servicing, and reporting.

- Applies financial services concepts (i.e., accounting, accounts receivable, accounts payable, purchasing, collections and billing), to resolve issues, and prepare business process procedures and policy recommendations. Performs approvals for all low-value purchase requests in Campus procurement system. Recommends and implements quality customer service standards and procedures to affect various constituencies, including internal department, campus and external vendors.
- Oversee Travel, Entertainment and Business reimbursement procedures. Ensures that support staff perform financial processing functions with accuracy, within policy. Act as team leader for support and lower level professional staff.
- Serves as Athletics Department Business Officer for US Bank Card Program. Responsible for leading trainings, sending program communications and evaluating program and members as required and recommends corrective action when necessary.
- Manage Exceptional Approval processes, reviews all Exceptions to UCOP, UCB, NCAA and Department policies and prepares, processes, and maintains necessary documentation for approvals. Serves as a liaison between the department and Chancellor's Office/Controller's Office regarding exceptions to UCOP Policy.
- Functions as a resource to support staff on issues such as researching complex financial discrepancies and escalated customer service problems. Serve as liaison for Operations, Development, Licensing, and Compliance Offices regarding Events, Official Visit & Recruiting and Licensing Practices as they intersect or pertain to business process procedures and department, university, and NCAA policy.
- Assess, recommend, and implement changes to internal policies and procedures as needed to ensure financial processes maintain compliance with federal and state requirements and internal financial/audit policies and adhere to campus and industry best practices. Prepare educational materials and implement training to department staff in financial services policies and procedures.

Required Qualifications

- Bachelor's degree in Accounting, Finance or related area and / or equivalent experience / training.
- Thorough knowledge of basic accounting, financial processes, personnel policies, and procedures.
- Must be proficient in use of Google G-Suite and Microsoft Office.

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- Experience with general ledger functions and the month-end/year-end close process.
- Highly developed interpersonal, active listening, and customer service skills.
- Strong analytical, critical thinking and problem-solving skills.
- Ability to manage multiple tasks, remain organized, balance competing and conflicting priorities and demands, and apply a high level of attention to detail.
- Demonstrates strong business ethics and sound judgment; superior communication, organizational and interpersonal skills; and ability to maintain confidentiality.
- Must maintain current knowledge of applicable rules and standards of the ACC, the National Collegiate Athletic Association (NCAA), as well as other associations and agencies to which the Berkeley campus of the University of California adheres, and, at all times avoid any and all violations of these rules and standards.

Preferred Qualifications

- Experience working in higher education and / or a Division I Athletics Business Office.
- Familiarity with UC policies and procedures in Budget and Finance and/or equivalent experience/training.
- Understanding of procurement request software and requisition workflow.
- Working knowledge of UC financial processes, policies, and procedures.
- Knowledge of applicable NCAA and ACC rules and regulations.
- Leadership skills to provide guidance, coaching, and mentoring to professional and support staff.

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.

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The budgeted salary range that the University reasonably expects to pay for this position is \$73,000 - \$79,000.

- This is a 100% full-time (40 hours per week), career position that is eligible for full UC benefits.
- This position is exempt and paid monthly.

How to Apply

To apply, please submit your resume and cover letter.

Referral Source info

This job is part of the Employee Referral Program. If a UC Berkeley employee is referring you, please ensure you select the **Referral Source** of "*UCB Employee*". Then enter the employee's **Name** and **Berkeley email** address in the **Specific Referral Source** field. Please enter only one name and email.

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.

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To apply, visit

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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