

Job Description

Job Title: Financial Analyst 3
Job ID: 13471
Location: Main Campus-Berkeley
Full/Part Time: Full-Time
Regular/Temporary: Regular
Department: JD Program

Application Review Date

The First Review Date for this job is: February 16, 2012

Departmental Overview

Berkeley Law is one of the nation's great centers for legal education, ever exploring and pushing new intellectual boundaries while tackling urgent, real-world issues. Berkeley Law is also known for its vibrant and engaged community of students and scholars who are committed to providing leadership and making a difference on problems of local, national, and global import.

In addition to carrying out its core teaching mission, Berkeley Law has an annual operating budget in excess of \$70 million. The school houses 13 multidisciplinary research centers, with approximately \$18 million in funding (primarily private foundation contracts and grants with a small share of federal research funding), where faculty, researchers and students analyze causes and build consensus for effective solutions to wide-ranging challenges facing society.

Position reports to the Chief Financial Officer.

Responsibilities

Contract & Grant Fund Administration:

- Provides analytical and financial proposal development support to Center Executive Directors and relevant center staff.
- Serves as Research Center liaison with the Sponsored Projects Office and Extramural Funds Accounting; responsible for post-award financial administration and management of research funds, including cost allocation strategy, analysis and monitoring of ledger transactions, resolution of discrepancies, ledger transfers and adjustments
- Maintains electronic and paper records, completes effort reporting requirements for applicable federally funded activities; manages fund close-out process.

Budget Development & Ledger Review:

- Works with Center Executive Directors and center staff to participate in Boalt's annual

budget cycle and develop annual Center operating budgets

- Tracks performance against plan, prepares periodic variance analyses.
- Coordinating with Center Directors and center staff, provides analytical support to the CFO for development of Center fundraising expectations, target funding mixes and multi-year Center budgets.
- Works with key center staff and /or Executive Directors or relevant faculty to participate in Boalt's quarterly SAS 115 ledger review process.
- Responsible for running all applicable BAIRS reports and meeting with Center Directors to review results, identify items for corrective action and certify the ledger.

Financial Management Information:

- For each research center, responsible for preparing and maintaining the following essential management information systems and products: annual budget spreadsheet detailing expense items, revenue sources, balances and spending allocation strategies; funding pipeline spreadsheet categorizing funding prospects into "near certain", "likely" or "speculative"; list of Center chartstrings.
- Develops and maintains a comprehensive tracking spreadsheet for all Berkeley Law contract and grant end dates.

Other Analytical Responsibilities:

- Develops ad hoc financial and resource analyses and reports related to support Berkeley Law's overall financial management and strategic planning.
- CFO requests for financial and/or resource analysis may include: budgetary analysis, financial analysis, forecasts, projections, staff or faculty FTE analysis, recharge analysis, contract and grants analysis, endowment and gift income analysis or analysis of potential new research programs.

Required Qualifications

- Bachelor's degree in related area and/or equivalent experience/training.
- Has thorough knowledge of accounting principles, finance policies, practices and systems.
- Requires the ability to independently gather, organize fiscal data, summarize information and present it in a logical format; ability to perform moderately complex financial analysis assignments and customized reporting.
- Requires ability to convey information in a clear and concise manner both in writing and verbally.
- Must be proficient in use of Microsoft Office and common desktop/web applications.
- Problem Solving – requires independent judgment and the ability to identify, research and resolve problems and follow through on assignments; requires good math skills, attention to detail and the ability to work with a high degree of accuracy.
- Communication & Customer Service - requires the ability to present information in a clear and concise manner both in writing and verbally; requires good interpersonal skills to work effectively with diverse groups.
- Data Management - Demonstrated competence in the use of spreadsheet software in financial analysis, fiscal management and financial reports.
- Demonstrated competence using BAIRS or similar database systems, preferably working directly with underlying data, preparing pivot tables and exporting data to Excel

for further analysis.

- Policy Compliance - Has working knowledge of finance policies, procedures and systems, particularly those related to contract and grant fund administration (preferred: experience with UC systems and procedures).
- Advanced Excel and database software skills.
- Ability to successfully complete a criminal background check.

Salary & Benefits

Salary commensurate with experience (hiring range: \$57,000 - \$112,200 annual).

For information on the comprehensive benefits package offered by the University visit:

http://atyourservice.ucop.edu/forms_pubs/misc/benefits_of_belonging.pdf

How to Apply

Please submit your cover letter and resume as a single attachment when applying.

Criminal Background Check

This position has been designated as sensitive and may require a Criminal Background Check. We reserve the right to make employment contingent upon successful completion of a Criminal Background Check.

Equal Employment Opportunity

The University of California, Berkeley is an Equal Opportunity/Affirmative Action Employer.