

Financial Services Analyst, Facilities Services (4627U)
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=125584>

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Posted Jul. 12, 2019, set to expire Nov. 8, 2019

Job Title	Financial Services Analyst, Facilities Services (4627U)
Department	
Institution	University of California, Berkeley Berkeley, California
Date Posted	Jul. 12, 2019
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Finance Accounting and/or Taxes
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Job Description

About Berkeley

The University of California, Berkeley, is one of the world's most iconic teaching and research institutions. Since 1868, Berkeley has fueled a perpetual renaissance, generating unparalleled intellectual, economic and social value in California, the United States and the world. Berkeley's culture of openness, freedom and acceptance—academic and artistic, political and cultural—make it a very special place for students, faculty and staff.

Berkeley is committed to hiring and developing staff who want to work in a high performing culture that supports the outstanding work of our faculty and students. In deciding whether to apply for a staff position at Berkeley, candidates are strongly encouraged to consider the alignment of the Berkeley Workplace Culture with their potential for success at <http://jobs.berkeley.edu/why-berkeley.html>.

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Application Review Date

The First Review Date for this job is: July 23, 2019

Departmental Overview

Facilities Services works to maintain a campus built environment that is conducive to teaching, learning and research. We strive to continuously improve the campus in partnership with all members of the campus community. Facilities Services is comprised of the following units: Campus Recycling and Refuse Services, Custodial Services, Environmental Services, Grounds Operations, Shops, Quality Assurance & Customer Service, Sustainability and Engineering Services and People's Park.

Responsibilities

- Applies professional financial and accounting concepts to independently perform analyses of moderately complex financial services such as researching discrepancies and compliance with external regulations and internal policies.
- Under general supervision, researches and gathers information from a variety of sources; prepares and summarize information and reports relative to new services, regulatory compliance issues and/or vendor selection and support activities.
- Assists with ensuring that financial processing functions which may include Accounts Payable, Accounts Receivable, Cashiering and Collections are performed with accuracy and that daily operations run smoothly.
- May act as team leader for support staff.
- Train staff and create effective teamwork environment.
- Processes invoices in Bear Buy and validates invoices in Maximo work order system.
- Prepares and inputs sundry debtor billing charges into CARS (Campus Accounts Receivable System).
- Collaborate with Purchasing team regarding change orders and unresolved invoices.
- Functions as a resource to support staff on issues such as researching complex financial discrepancies, escalated customer service problems and vendor concerns via email, phone and in-person communication.
- Responsible for processing and servicing of a variety of operational, personnel, and financial transactions and services. Includes cashiering, payroll, accounts receivable, accounts payable, collections, data collection and data entry, analysis, review and control, customer servicing, and reporting.
- Conducts or assists with researching, developing and implementing new and changing business processes.
- Under general supervision, researches and gathers information from a variety of sources; prepares and summarize information and reports relative to new services, regulatory compliance issues and/or vendor selection and support activities.

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- Helps document processes and procedures for financial activities within the ProMapp system.
- Identify areas for process improvement and documents processes as changes occur within the office.
- Reviews, processes, and helps prepare basic financial journals to post recharge activities to campus clients per MOUs.
- Delivers quality customer service to various constituencies to include internal department clients and external vendors.

Required Qualifications

- Demonstrated ability to juggle heavy deadline-driven workload and set priorities.
- Working knowledge of financial processes, policies and procedures.
- Requires ability to present 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, including excel.
- Strong interpersonal skills, analytical skills, service orientation, active listening, critical thinking, attention to detail, ability to multi-task in a high volume environment, organizational skills, effective verbal and written communication skills, sound judgment and decision-making.
- Skills to provide coaching and mentoring to support staff and student interns.
- Ability to work both independently and as a team member.

Education/Training:

- Bachelor's degree in related area and/or equivalent experience/training.

Preferred Qualifications

- Experience with BFS, Bear Buy, CARS, CDS preferred.

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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