

Overview

The work of finance professionals, in partnership with each department on campus, allows for UC Berkeley to provide high-quality and cost-effective services, educate an exceptional student body, and perform research that impacts the world. Careers in finance on campus exist in the specialties of accounting, audit, enterprise risk management, financial analysis, financial services, institutional research, payroll, and purchasing.

Nature of the work

- Analyze, monitor, prepare, reconcile, and communicate financial information to reflect the condition of the organization.
- Audit for compliance with laws, policies, and good business practices; report findings; make recommendations for improvement.
- Identify and minimize risk and strengthen effectiveness and efficiency of controls.
- Develop and implement financial planning, resource planning, and organizational budgets.
- Process a variety of operational transactions including cashiering, payroll, accounts receivable, accounts payable, collections, reporting, control, etc.
- Support campus strategic planning and decision making through analysis and presentation of institutional research data.
- Generate campus payroll, including labor distribution records, vacation and sick leave accrual, overtime, and withholding status.
- Manage goods and services, including equipment, business contracts, construction, maintenance, etc.

Skills and strengths

- Analytic mindset
- Strong problem-solving ability
- Experience working in a decentralized, multi-division environment
- Attention to detail and accuracy
- Familiarity with campus policies and systems
- Ability to gather, organize, and extract insights from large data sets
- Ability to communicate financial concepts and recommendations clearly and concisely
- Change management experience
- Project management experience

Tips for joining the field

- Become familiar with accounting concepts, advanced Excel functionality, and unique components of the UC Berkeley financial system such as chartstrings.
- Develop a solid understanding of the systems used in finance at UC Berkeley, such as CalPlanning, Cal Answers, BFS, BAIRS, etc.
- Conduct informational interviews with those currently working in the field.

Career growth suggestions

- Seek out projects or special assignments to demonstrate your financial acumen.
- Participate in relevant Communities of Practice, such as the Cal Assessment Network (CAN), and the Business Process Analysis Working Group (BPAWG). New groups will be announced soon from the Office of the CFO!