

Associate Director for Business Services (#21803)
Job Description

Department:	Cal Performances
Payroll Title:	Admin Officer 4
Title Code:	007378
Percentage of Time:	100%
Schedule:	M-F, 8am-5pm with occasional evenings & weekends
Supervisor's Title:	Deputy Executive Director
Personnel Program:	Personnel Policies for Staff Members (PPSM)

INTRODUCTION

Cal Performances is the performing arts presenting, commissioning, and producing organization based at the University of California, Berkeley. The mission of Cal Performances is to produce and present performances of the highest artistic quality, enhanced by programs that explore compelling intersections of education and the performing arts. The organization delivers a diverse artistic and educational mission to the University and surrounding communities, as well as internationally through its digital platforms, maintaining a budget size of roughly \$18M and roughly 60 career staff with hundreds of part-time employees, volunteers, and student partners.

The position reports to Deputy Executive Director and serves as the lead administrative manager for Cal Performances. The incumbent assists the Deputy Executive Director in all areas of operations for the Department, with the predominant focus of the work being the administrative operations activities, including budgetary and financial management, human resources and information technology. The Associate Director of Business Services is functionally responsible for the Finance, Human Resources, and IT teams (7 FTE).

Finance

- Directs, initiates, designs, and provides analytical studies, summary reports and background materials for board, campus, or department managers to support financial and/or resource planning and management, including revenue and expense patterns, annual resource allocation approaches, trended future requirements, operating forecasts, sources and uses, etc.
- Oversees the preparation of all fund and expense transfers to comply with campus policies and controls. Oversees monthly and quarterly financial accounting activities designed to ensure compliance with all relevant regulations and policies; acts as primary responder to any audit requests from the Office of Audit Services, BluCard Audit desk, or Contracts and Grants Administration Compliance officers.
- Design and implement a financial management infrastructure that promotes the successful fulfillment of the unit's mission and business objectives by enabling data-driven decision-making. Responsible for continuously improving the financial management skill of all line managers through training, coaching, and leadership.
- Manages a significantly complex budget process that includes revenue funds, grants funds, gift funds, endowments, and restricted funds. Provides guidance and assistance to department heads throughout the budget process. Reports significant variances that impact operations.

Administrative Operations

- Manages, plans, and administers a full range of administrative and financial operations in a complex unit, with multiple departments and far-reaching goals set by the Executive and Artistic Director.
- Works with all departments as a liaison for administrative, human resources, procurement, business contracts, and technology needs.
- Develops a highly aligned and functional team of business services, in which a well-integrated HR, IT, and Finance group delivers a high level of service to their colleagues, enabling the organization to deliver its mission at a very high level of success.

- Develops and implements clear administrative policies and procedures for all administrative activities. Continuously improves business processes and aligns business systems to drive efficiency. Ensures that all functions in these areas comply with department and university policy and regulations.
- Takes a leadership role in integrating new administrative and business processes and systems into the unit; oversees training of staff as required.
- In partnership with the Deputy Executive Director, takes a leadership role in system and process problem resolution and improvement.
- Keeps abreast of relevant changes in University policies and processes. Represents the department on business issues and is a persuasive advocate on behalf of Cal Performances to the campus community and serves on committees as necessary.
- Acts as key leader in the strategic planning of the department and tracks execution of projects.
- Plays a key role in managing risks with other leadership colleagues, including developing strategies for funding and implementing mitigations.
- Assists Deputy Executive Director in preparing information for the Board of Trustees. Serves as a liaison with the Board to provide other support as needed. May participate in board meetings.
- Serves as the Deputy Executive Director in their absence.

Human Resources

- Oversee the design and implementation of a Human Capital plan that promotes the successful fulfillment of the unit's mission and business objectives by enabling data-driven decision-making. As needed, supports the HR Director as they partner with executive management and department managers to ensure all HR Policies and Procedures are followed.
- Provide strong support of diversity, equity, inclusion and belonging initiatives, particularly in the context of staff and volunteers.
- Provides oversight with the HR Director of payroll processing through the UCPath system.
- In collaboration with the HR Director, continuously improves personnel management skills of all department supervisors through training, coaching, and leadership.

Information Technology

- The position oversees the IT team delivering services. The service-oriented IT team supports productive business practices both internally and externally, creates a highly available and secure infrastructure, and helps support employee and public use of department-, University-, and third-party-managed systems.
- Responsible for the annual unit-wide budget for IT equipment and services.
- Provides management and oversight for the IT team as it delivers more integrated systems that enable mission and business outcomes. Maintain a strategic roadmap for IT system improvements.
- Responsible executive for the unit's information security. In collaboration with the Unit's Security Lead, develops and maintains a Unit security plan that addresses campus security policy requirements, including but not limited to Payment Card Industry standards compliance.
- Key near-term priorities will be to improve IT support of financial management systems and event/venue management.

Supervision

- Supervises 6.0 FTE: finance staff, HR Director, and IT staff. Provides guidance to Unit Managers as needed.
- Delegates tasks to team members, tracks progress, and ensures deadlines are met.
- Acts as operational manager for day-to-day guidance of team members.
- Coaches employees as needed.
- Handles escalations relating to the team.

Required Qualifications

- Advanced knowledge of a variety of administrative operational activities such as financial management, HR management, IT management, strategic planning, risk management planning, accounting and payroll, and contracts and grants regulations and guidelines.
- Exceptional operational and system skills, political nuance, and professional judgment.

- Advanced skills in short- and long-term strategic planning, analysis, problem-solving, and customer service.
- Advanced knowledge of financial analysis and reporting techniques, and human resources policies and procedures for staff employees.
- Advanced knowledge of finance policies, practices, and systems. Business process reengineering skills.
- Demonstrates thorough knowledge and expertise in the area of general accounting and fund management.
- Demonstrates financial and analytical acumen and the ability to translate numbers and complex concepts to individuals with little financial experience in a clear and concise manner, both in writing and verbally.
- Advanced interpersonal skills including verbal and written communication, active listening, critical thinking, persuasiveness, advising, and counseling skills.
- Advanced knowledge of or ability to quickly learn University rules and regulations processes, protocols, and procedures for budget; accounting and fund management; information technology management and policies; and personnel management.
- Ability to work with and advise a diverse group of individuals who have disparate expectations and experience to align the objectives of the unit and University.
- Able to work independently and multi-task own work while overseeing and managing the work delegated to others.
- Able to balance competing and conflicting priorities and demands.
- Able to adapt and learn quickly a number of electronic systems, and demonstrate advanced knowledge of Microsoft Office, especially Excel, Google Suite, and other business applications.
- Advanced knowledge of or ability to quickly learn common University-specific computer application programs.
- Ability to successfully pass background investigation required.

Education

- Bachelor's degree in accounting, business, or related field and/or minimum of 10 years financial related experience in a multidivisional organization or equivalent combination of work and experience.

For more information and to apply, please visit <http://jobs.berkeley.edu/> (search by the Job ID **#21803**) or go to

https://careerspub.universityofcalifornia.edu/psp/ucb/EMPLOYEE/HRMS/c/HRS_HRAM.HRS_APP_SCH_JOB.GBL?Page=HRS_APP_JBPST&Action=U&FOCUS=Applicant&SiteId=21&JobOpeningId=21803&PostingSeq=1