

**FINANCE SPECIALIST (#47455)
Job Description**

Campus: Berkeley
Department: Cal Performances and Student Musical Activities
Payroll Title: " _____ " Assistant III
Working Title: Finance Specialist
Title Code: 4722
Percent Time: 100%
Working Hours: Monday-Friday, Hours TBD (including overtime as needed)
Supervisor's Title: Finance Manager
Personnel Program: Coalition of University Employees (CUE)

INTRODUCTION

Cal Performances is seeking a career position of Finance Specialist.

Cal Performances presents and produces outstanding artists from the Bay Area, the United States, and around the world in performances and community programs which promote excellence, innovation, diversity, education, and community involvement, with the fundamental belief that the arts are vital to our society locally, nationally, and internationally. In support of these goals, Cal Performances is committed to maintaining top-quality programs and facilities for our artists, audiences, the University and community.

Student Musical Activities (SMA) has been an integral part of Cal Performances since 1987. For over one hundred years, the various units that comprise SMA (The Cal Marching Band, The UC Jazz Ensembles, and the UC Choral Ensembles) have served the University through the many contributions of its student members. This organization offers its students many extra-curricular opportunities ranging from performance to musical instruction and training, as well as experience in student leadership and arts administration.

The **Finance Department** of Cal Performances and Student Musical Activities is responsible for fiscal management and budgetary oversight for these two organizations, representing a combined annual operating budget of over \$20 million. Funds are derived from a variety of sources, including earned income, individual and corporate gifts and grants, federal, state and local grants, endowment income and a variety of university-based funding sources. The finance department provides key financial and analytical support for Cal Performances departments, including fine arts programming, education and community programs, public relations, publications, development, marketing, box office, operations, facilities, information systems, human resources and administration.

This position is a key member of the **Finance Department** for Cal Performances and Student Musical Activities and is primarily responsible for procurement and payment processing for the departments. In this capacity, the incumbent acts as a first line resource for department managers regarding university purchasing, travel & entertainment, professional services contracts, risk management and insurance, and real estate policy and procedures. The incumbent also assists with key reconciliation/financial control and related activities, and will assist to the Finance Manager with budget, quarterly forecasts, and monthly reports and analysis as required.

Responsibilities

*Denotes essential functions

Procurement & Payment Processing

Specific duties include:

*Provide full procurement and payment processing services including preparing/processing requests for purchase orders (LVPO, blanket, business contract, membership, entertainment, and general reimbursement), requisitions, procurement card transactions, interoffice charges, travel voucher reimbursements, student awards, invoice

approval/voucher payment processing and lien closure requests in a timely and efficient manner consistent with University and department policies and procedures.

*Work closely with department managers, staff, external vendors, and central campus support units to ensure that requested goods and services are received timely in order to meet critical event-driven timelines.

*In conjunction with other Finance department staff, develop and maintain Finance Department Procedures Manual, with particular emphasis on documentation of financial controls. Develop and deliver department training to department managers regarding University purchasing policy and departmental procedures.

Reconciliation/Financial Control

*Responsible for execution of back end financial controls for Cal Performances. Independently review and reconcile the following key accounts on a monthly basis:

- BFS income accounts v. Cal Performance's ticketing/donor management system;
- Pending gift accounts for Cal Performances and Student Musical Activities;
- Journal transfers from UC Berkeley Foundation;
- BFS ledger activity for payroll related expenditures;
- Interoffice charges by recharge vendor;
- Postage stamp inventory; and
- Other accounts identified as high risk by the Finance Manager.

*For each of the above, research key discrepancies as appropriate and report any identified control weaknesses to the Finance Manager.

*Manages Cal Performances and Student Musical Activities department-specific BFS ledger codes. These codes are used internally to track event profitability (Chartfield 1) and provide functional income and expense detail (Chartfield 2) unique to a performing arts organization.

Budget, Forecast & Reporting Assistance

*Assist the Finance Manager with development of Cal Performances and Student Musical Activities annual operating budgets and quarterly forecasts and assisting managers with Cal Answers and other reports as needed to manage budgets and costs.

*Assist with implementation of a new management reporting process.

Departmental Back-Up

*Provide back-up coverage for the other Finance Department job duties in the case of vacations, illnesses, leaves, vacant positions, or during peak transaction volume periods such as month end, fiscal year end or when multiple events are scheduled in Cal Performances venues.

Skills, Knowledge & Abilities:

- Demonstrated working knowledge of University fund accounting policies and procedures or equivalent work experience in a non-profit or public sector work environment or equivalent education;
- Demonstrated working knowledge of financial applications. Working knowledge of campus systems such as BFS general ledger, CalAnswers, and other campus financial applications, preferred. Demonstrated skills with office productivity software applications, including Microsoft Office and Google G-Suite applications;
- Demonstrated working knowledge of specific campus requirements for professional services and consultant agreements, vendor purchasing contracts, insurance requirements, and transportation service contracts;

Knowledge of current customer relations and quality service techniques, including negotiation, persuasion and strong communications skills is required in order to interact successfully with arts-focused department

managers and staff, external vendors, and central campus support staff; Ability to perform research regarding best practices of similarly situated organizations (both within the Berkeley campus, other UC campuses, and other major university art presenting organizations) and analyze/recommend changes to existing processes;

- Ability to develop and deliver brief training sessions for staff and managers regarding campus financial and administrative systems procedures and internal Cal Performances and Student Musical Activities-specific processes;
- Accuracy and careful attention to detail in a high volume, interrupt-driven environment is required. Ability to perform multiple assignments simultaneously, prioritizing tasks with competing deadlines, and under minimal supervision;
- Initiative and ability to work independently and as part of the Cal Performances Finance Team to achieve overall University and organizational objectives;
- Analytical, investigative and problem-solving skills to collect data/information, analyze and interpret, and prepare conclusions and recommendations;
- Prior exposure to or willingness to learn about budgeting/forecasting techniques;
- Excellent interpersonal and oral and written communication skills;
- Experience, appreciation, or familiarity with artists and art forms strongly preferred;
- Ability to successfully pass background investigation and be fingerprinted; and
- Occasional overtime required.

Other Information:

The budgeted salary or hourly range that the University reasonably expects to pay for this position is from **STEP 1 \$27.19/hour to STEP 15 \$37.26/hour**. This is a non-exempt position and is eligible for overtime.

Please visit <https://jobs.berkeley.edu/> (search by the Job ID **#47455**) for a complete job description and to apply, or use the following DIRECTIONS:

DIRECTIONS:

1. Select the link to access our careers site.
2. Sign In to access your account or if you are not an existing user select the New User link to create one.
3. Review the job description and select the Apply button to begin your application.

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