UNIVERSITY OF CALIFORNIA, RIVERSIDE
INVITES APPLICATIONS FOR THE POSITION OF

FINANCIAL ANALYST

About UC Riverside:
In the Heart of Inland Southern California, UC Riverside is located on nearly 1,200 acres near Box Springs Mountain in Southern California; the park-like campus provides convenient access to the vibrant and growing Inland region. The campus is a living laboratory for the exploration of issues critical to growing communities’ air, water, energy, transportation, politics, the arts, history and culture. UCR gives every student the resources to explore, engage, imagine and excel.

At UC Riverside we celebrate diversity and are proud of our #8 ranking among the nation for most diverse universities (US News and World Report 2012-13). Become part of a place that fosters success for all its constituents, students, faculty, and staff, and where work/life balance and campus culture are integral to our way of life.

UCR is ranked 46th among top public universities (US News and World Report 2012-13) and is an Equal Opportunity and Affirmative Action Employer with a strong institutional commitment to the achievement of excellence and diversity among its faculty and staff.

About Human Resources:
The Human Resources Department partners with the university in developing the workplace for the future through benefits, job and career opportunities, training and development services, policies, workplace programs and employee resources.

Essential Functions:
This position is responsible for providing budgetary and financial operations support to HR, as well as for performing a variety of high level administrative analyses in support of the division. The position conducts complex financial analysis, provides fiscal, budgetary and analytical support, and performs a variety of tasks to ensure the financial integrity of ledgers for the Human Resource (HR) division of Business and Administrative Services (BAS). It is responsible for financial reporting and reviewing, analyzing and summarizing reports; ledger reconciliation and verifying the accuracy and appropriateness of all financial transactions; determining and locating sources for collecting information and data; preparing directives, policies and procedures; and evaluating and making final recommendations for alternate solutions. The position also provides administrative analysis for a variety of projects in support of the division.

Key Responsibilities Include:
- Provides analytical support for complex budget, financial, or resource analysis projects.
- Prepares reviews and/or approves financial transactions.
- Independently gathers information as needed to perform analysis.
- Gathers information, analyzes, prepares and summarizes recommendations for financial and/or resource plans, including annual resource allocation approaches, trended future requirements, operating forecasts, sources and uses, et cetera. Examples include generating, modifying, and conceiving of new financial or other resource reports, or analyzing and forecasting staff/faculty salary budgets, contracts, grants, gifts, endowments, or user fees.
- Performs complex financial or resource research and studies for a variety of internal department constituents.
- Applies professional concepts to perform moderate to complex analysis to understand past performance and determine present and future performance and/or resource allocations.
- Provides department support in the areas of business process analysis and design, system or procedure testing and implementation, documentation, security, workflow, and customer feedback.
- Coordinates and implements department budget allocations, conceives of and maintains department chart of accounts or other data management tools, and related business processes.
- May train staff and where appropriate, creates an effective team environment.
- Documents procedures for financial activities.
- Ensures that the appropriate internal controls are addressed, maintained and strengthened to protect University resources.
Minimum Requirements:
Bachelor's degree in related area and/or equivalent experience/training.

Ability to adapt to changing priorities.

Has ability to independently gather required information, organize, and perform financial analysis assignments.

Proven Interpersonal skills with peers throughout the organization; service orientation; critical thinking; attention to detail; ability to multi-task in a high volume environment, organizational skills.

Thorough knowledge of finance policies, practices and systems.

Thorough knowledge and understanding of internal control practices and their impact on protecting University resources.

Ability to function as a member of a team.

Proven ability to use spreadsheet and database software for complex financial analysis, fiscal management and financial reports.

Ability to present information in a clear and concise manner both in writing and verbally.

Preferred Qualifications:
Experience applying data management and retrieval tools and methodologies for analysis and reporting, including impact analysis and evaluation of alternatives.

Conditions of Employment: This is a full-time, career position. The work schedule is Monday - Friday, 8:00 a.m. to 5:00 p.m. The budgeted annual starting salary range for this position is $57,400 - $99,200. All UCR employees are required, as a condition of employment, to successfully complete a background investigation through the U.S. Dept. of Justice. All applicants who are selected for an interview will need to submit a work sample as part of the selection process.

Benefits of Belonging: We offer a comprehensive compensation and benefits package. For information about our generous employee benefits package, please visit our website http://atyourservice.ucop.edu/employees/new_employee/orientation.html.

Application Instructions: To apply for this position, please click the HR JOBS link at the bottom of this page if you are viewing this flier on the UCR Business and Administrative Services website. You may also apply for this position by visiting our UCR Jobs website http://jobs.ucr.edu and selecting the browse jobs link. The Financial Analyst position number is 201510230103.

Filing Date: Open until filled.