JOB OPPORTUNITY #1

Financial Analyst 4 (7710U) #19063
Biosciences Divisional Services
University of California, Berkeley
Main Campus-Berkeley

The First Review Date for this job is: December 26, 2014

This position resides within Bioscience Divisional Services (BDS) and reports to the Business Services Manager. The incumbent provides financial administration and senior-level analysis for the departmental accounting unit, including operational, discretionary, gift funds and program grants for MCB, IB, and BDS. Involves developing, interpreting and implementing financial concepts for financial planning, resource planning (dollars), and control of organizational budget. May analyze and prepare recommendations for financial plans, including annual resource allocations, future requirements, and operating forecasts. Also involves preparation of complex financial reports to meet internal and external reporting requirements and activities relating to developing, implementing and monitoring accounting systems, policies and procedures. This candidate will help the Business Services Manager take on complex analytical projects including but not limited to: 1). Long-range planning, 2). Strategic initiatives including Concurrent Enrollment financial modeling. 3). Developing a new suite of financial reports, 4). Modeling future financial commitments in a dynamic way that can be easily articulated to non-financial faculty and staff.

For the full job description, go to http://ucnet.universityofcalifornia.edu/compensation-and-benefits/index.html

JOB OPPORTUNITY #2

Administrative Officer 2 (7376U) #18680
College of Natural Resources Office of the Dean – Atkins Center for Weight and Health
University of California, Berkeley
Main Campus-Berkeley
The Atkins Center for Weight and Health (CWH) was founded in 1999 and is jointly administered by the College of Natural Resources and the School of Public Health at the University of California, Berkeley. CWH is a national leader in research to develop and evaluate programs in the fields of obesity, healthful eating and active living. The Center works with community groups, government agencies, health organizations, research institutes, and private and nonprofit groups on randomized controlled community trials, longitudinal observational studies, participatory evaluation, provision of technical assistance, and formative research. It leads interdisciplinary teams to evaluate large multi-site multi-component projects and school and community initiatives designed to prevent childhood obesity and promote health. The purpose of the position is to perform the administrative services and general operations for the research studies housed in the academic research center, Atkins Center for Weight and Health (CWH). Administrative services will include activities in finance and may also include IT, facilities, or student services. General management will include project management, time and budget tracking for all extramural projects.

For the full job description, go to http://ucnet.universityofcalifornia.edu/compensation-and-benefits/index.html

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