



Finance Analyst – 2021-24689

Updated: Sep 28, 2021
Location: UC Irvine Campus
Job Type:
Department: Engr Deans Office

Job Opening ID: 24689
Reports To: Director of Finance
Working Title: Finance Analyst
Department: Engr Deans Office
Bargaining Unit: 99
FLSA: Non-Exempt
Payroll Job Code: 007708
Job Location: UCI Campus- Irvine
Percent of Time: 100%
Work Schedule: 8-5, M-F
Employee Class: Career

Position Summary:

Founded in 1965, the Henry Samueli School of Engineering educates more than 4,600 students (3,728 undergraduates and 961 graduates) with an integrative approach that blends fundamentals, research and hands-on experience. The School's aim is to unleash innovation, create opportunities and inspire ingenuity. The Samueli School's faculty members are leaders in their disciplines who have achieved worldwide recognition for their research and dedicated teaching. The School includes six academic departments. Under the leadership of the Dean, the School pursues research that is timely, socially responsible and cutting edge, and works in partnership with industry, state, and federal agencies to promote the transfer of research to applications that benefit society. Current research thrusts include Communications and Information Technology, Energy and Sustainability, Human Health, and Advanced Manufacturing and Materials. Part of the Dean's Office, the Finance Unit consists of four team members whose primary responsibility is analyzing and managing financial transactions for Dean's Office units as well as overseeing the financial health of the entire Samueli School. The Finance Unit works closely with unit managers, Chief Administrative Officers, and other School staff.

Uses professional concepts. Applies organizational policies and procedures to resolve various issues. Works on problems of limited to moderate scope where analysis of situations or data

requires a review of multiple factors. Exercises judgment within defined procedures and practices to determine appropriate action. Contacts are primarily internal to the department but may also be external.

% of time	Essential Function (Yes/No)	Key Responsibilities (To be completed by Supervisor)
80	Yes	Applies professional concepts to perform basic financial or resource analysis to understand past performance and determine present and future performance and / or resource allocations.
	Yes	Under general supervision, provides analytical support for simple to moderate budget, financial, or resource analysis projects.
	Yes	Implements department budget allocations and maintains department chart of accounts, and related business processes.
	Yes	Gathers and analyzes financial and / or resource data; prepares and summarizes information and / or recommendations.
	Yes	Ensures that the appropriate internal controls are addressed, maintained and strengthened to protect University resources.
	Yes	Prepares basic financial and resource reports and / or analysis for internal department constituents. Examples include periodic financial reports, staff / faculty salary budgets, , gifts, endowments, or user fees. Financial and / or resource analysis could include budgetary analysis, financial analysis, forecasts, projections, staff or faculty salary or FTE analysis, , recharge or general rate analysis (parking rates, copier rates, capital project rates, student health charges) student fees (self-supporting programs, professional school fees, course material fees, etc.) , endowment income, fungibility of funds, , etc.
	Yes	Applies financial concepts to process, review, and approve financial transactions.
10	Yes	Receives more detailed instructions for new assignments.
10	Yes	Trains student staff, monitors progress, and creates an effective team environment.

Compensation Range:

Hourly: \$25.62 - \$31.63

Department Website:

<https://engineering.uci.edu/>

Required:

1-3 years of experience or a combination of experience and education.

Bachelor's degree in related area and/or equivalent experience/training.

Trains student staff, monitors progress, and creates an effective team environment.

Working knowledge of finance policies, practices, and systems.
Ability to gather reasonably retrievable information to organize and perform basic financial analysis assignments.
Demonstrated ability to effectively present information verbally and in writing clearly and concisely. Demonstrated interpersonal skills at all levels within the unit; excellent service orientation and critical thinking skills; and attention to detail.
Demonstrated ability using organizational skills to multi-task in a high-volume environment.
Ability to adapt to changing priorities.
Ability to function as a member of a team.
Intermediate knowledge and understanding of internal control practices and their impact on protecting University resources.
Ability to manage multiple tasks, determine priorities, and meet challenging deadlines.

Preferred:

Demonstrated ability using spreadsheet and database software for moderately complex financial analysis, fiscal management, and financial reports.
Experience managing multiple fund account.
Knowledge of UCI policies and procedures

Final candidate subject to background check. As a federal contractor, UC Irvine is required to use E-Verify to confirm the work status of individuals assigned to perform substantial work under certain federal contracts/subcontracts.

The University of California, Irvine is an Equal Opportunity/Affirmative Action Employer advancing inclusive excellence. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, protected veteran status, or other protected categories covered by the [UC nondiscrimination policy](#).

UCI provides reasonable accommodations for applicants with disabilities upon request. For more information, please contact Human Resources at (949) 824-0500.