

**University Of California, Office Of The President**  
**POSITION DESCRIPTION**

Job Title: Financial Svc Anl 2 Job Code:4627	
Employee Name	VACANT
Control Number)	
Organization	UC OFFICE OF THE PRESIDENT
Division	PROVOST & EXEC VP-ACADEMIC AFFAIRS
Department	UC WASHINGTON CTR
Job Family	Finance
Job Function	Financial Services
Job Category	Professional
Job Function Description	Involves the processing and servicing of a variety of operational, personnel, and financial transactions and services. Includes cashiering, payroll, accounts receivable, accounts payable, collections, data collection and data entry, analysis, review and control, customer servicing, and reporting.
Job Title	Financial Svc Anl 2
Job Code	4627
Personnel Program	PSS
Salary Grade	19
FLSA	Non-Exempt
Job Level	Intermediate
Generic Scope	Professional who applies acquired job skills, policies, and procedures to complete substantive assignments / projects / tasks of moderate scope and complexity; exercises judgment within defined guidelines and practices to determine appropriate action.

POSITION DESCRIPTION

Job Title: Financial Svc Anl 2 Job Code:4627

<p>Custom Scope</p>	<p>The UC Washington Center (UCDC) is a "pocket" campus of the University of California in Washington DC. It houses a system-wide academic program, the university's federal lobbyists and multi-campus research units and provides a host of services to students, faculty and other facility users including pedagogic and academic support services, building management and security, residential operations, technology services, parking and event services. Funding for its operations comes from student fees, UCOP appropriations, revenues from its ancillary services (residential housing, research leases, parking, event services, and student activities) and donor gifts. Customers of these services include UC units and external groups including international organizations. Functioning in many ways as a campus, the local financial management of UCDC's system-wide program is especially complex and includes accounting on both departmental and corporate levels with relationships that span the financial structure of the university.</p> <p>The position reports to UCDC's Controller (Financial Svc Anl 4)(4629) and is tasked with ensuring the smooth daily operation of the financial, business and procurement aspects of the Center's academic and auxiliary operations including event services, parking and leases and includes but is not limited to developing and managing processes for the preparation and dispatch of invoices, and collection of overdue debts and processing of checks and cash.</p>
<p>Key Responsibilities</p>	<p>45% Financial Services Management: <span style="float: right;">Yes</span></p> <p>Assists with ensuring that financial processing functions which may include Accounts Payable, Accounts Receivable, Cashiering and Collections are performed with accuracy and that daily operations run smoothly.</p> <p>Generate invoices for auxiliary services and maintain accounts within QuickBooks.</p> <p>Assist managers of auxiliary and ancillary business operations with the reconciliation associated University general ledger including receivables and payables.</p> <p>Management of UCLA CashNet entries.</p> <p>Responsible for preparation of financial statements and income/expense reports for these units including statistical studies and financial analyses as needed.</p> <p>Responsible for processing required transactions and ensuring policy and procedural compliance through appropriate fiscal controls.</p> <p>Functions as a resource to support staff on issues such as researching complex financial discrepancies, escalated customer service problems and vendor concerns.</p> <p>Assist in annual fiscal close.</p>

# University Of California, Office Of The President

## POSITION DESCRIPTION

Job Title: Financial Svc Anl 2 Job Code:4627

	35%	<p><b>Business and Administrative Management:</b></p> <p>Manage UCDC recharge accounts, including office leases, copy service, events, parking and other auxiliary and ancillary operations recharges.</p> <p>Manage all billing processes to outside groups, including student fines and fees, in housing, parking and events.</p> <p>Following periodic review of recharge and service center costing practices, recommends and implements adjustments to all recharges.</p> <p>Procurement of supplies for UCDC units through BruinBuy.</p> <p>Proxy for submission of expenses through UCDC online Travel &amp; Entertainment system.</p> <p>Conducts or assists with researching, developing and implementing new and changing business processes.</p> <p>Under general supervision, researches and gathers information from a variety of sources; prepares and summarize information and reports relative to new services, and/or vendor selection and support activities.</p>	Yes
	10%	<p><b>Audit</b></p> <p>Participates in audits of internal records and processes and prepares recommendations for changes as needed.</p> <p>Assesses and recommends changes to maintain compliance with internal financial/audit policies.</p>	No
	5%	<p>Serves as back-up for some functions performed by the Financial Svc Anl 4.</p> <p>Other administrative duties as assigned.</p>	No
	5%	<p>Responsible for filing of original documentation associated with Purchase Orders, Travel Reimbursements, Procurement Card orders &amp; Event Card orders.</p>	No
	100%	<p><b>Total.</b></p>	
<p>Note: The responsibility is essential if it is marked 'Yes'.</p>			
Education	Bachelor's degree in related area and/or equivalent experience/training.		N/A
License Certifications	Licenses	Certifications	Conditions
	N/A	N/A	N/A
	N/A	N/A	N/A

**University Of California, Office Of The President**  
**POSITION DESCRIPTION**

Job Title: Financial Svc Anl 2 Job Code:4627

	N/A	N/A	N/A
Knowledge Skills	Working knowledge of financial processes, policies and procedures.		Required
	Knowledge of financial data management and reporting systems.		Required
	Must be proficient in use of Microsoft Office and common desktop/web applications.		Required
	Strong interpersonal skills, analytical skills, service orientation, active listening, critical thinking, attention to detail, ability to multi-task in a high volume environment, organizational skills, effective verbal and written communication skills, sound judgment and decision-making.		Required
	Skills in UCLA accounting systems including GL, BruinBuy and Cashnet as well as Quickbooks		Preferred
	Three years of previous accounts payable, accounts receivable and/or other bookkeeping experience		Required
Environment	Located in Washington, DC		
Career Job Path	Financial Services Anl 4		
Physical Requirements	Bend	Occasionally	
	Sit	Frequently	
	Squat	Occasionally	
	Stand	Frequently	
	Crawl	N/A	
	Walk	Frequently	
	Climb	N/A	
	Push/Pull	Occasionally	
	Kneel	Occasionally	
	Handle	Occasionally	
	Reach	Frequently	
	Fine Movements	Frequently	
	Other		
	Light(up to 25lbs.)	Occasionally	
Moderate(25lbs to 50lbs.)	N/A		

**University Of California, Office Of The President**  
**POSITION DESCRIPTION**

Job Title: Financial Svc Anl 2 Job Code:4627

	Heavy(over 50lbs.)	N/A
Mental Requirements	Read/Comprehend	Frequently
	Write	Frequently
	Perform Calculations	Frequently
	Communicate Orally	Frequently
	Reason and Analyze	Frequently
	Other	
Environmental Requirements	Is exposed to excessive noise	N/A
	Is around moving machinery	N/A
	Is exposed to marked changes in temperature and/or humidity	N/A
	Drives motorized equipment	N/A
	Works in confined quarters	N/A
	Other	
	Dust	N/A
	Fumes	N/A
	Gases	N/A
	Radiation	N/A
	Microwave	N/A
Other		
Supervision Received	Select Supervision Level	General Supervision
Critical Position	Masterkey access to residence and other facilities?	No
	Extensive authority for committing the financial resources of the University?	No
	Direct access to or responsibility for cash , cash equivalents, checks or University property disbursements or receipts?	Yes
	Responsibility for operating commercial vehicles, machinery or toxic systems that could cause accidental death, injury or health problems?	No
	A requirement for a professional license, certificate or degree, the absence of which would expose the University to legal liability and/or adverse public reaction?	No
	Direct access to and/or responsibility for protected , personal or other sensitive data?	Yes

**University Of California, Office Of The President**  
**POSITION DESCRIPTION**

Job Title: Financial Svc Anl 2 Job Code:4627

Position requires adherence to CANRA guidelines and is a Mandated Reporter? No  
 Position requires annual filing of State of Economic Interests (Form 700)? No  
 Note: This is a critical position if any are marked 'Yes'.

Date Created 7/1/2015 8:32:18 AM

Last Edited 11/6/2017 12:38:08 PM

Supervisor Name Mary Byrne

Department Head Helen Shapiro

Signatures:

Employee X \_\_\_\_\_ Date \_\_\_\_\_

Supervisor X \_\_\_\_\_ Date \_\_\_\_\_  
 Mary Byrne

Department Head X \_\_\_\_\_ Date \_\_\_\_\_  
 Helen Shapiro

Effective Date	ER Code	Approved title/Grade	Analyst Initials	Date Classified	Title Code / Job Number

Human Resource X \_\_\_\_\_ Date \_\_\_\_\_