Financial Services Supervisor 2
Job Posting

International House
International House is a non-profit, self-supporting residential and community-oriented program center located in the southeast foothills of the Berkeley Campus. Its mission is to foster intercultural respect and understanding among people throughout the world across cultural, economic, and ethnic lines. I-House provides nearly 600 students and scholars from the United States and around the world with an opportunity to live and learn together. I-House’s rich array of programs serves the residents, the campus and local community.

About the Position
The Financial Services Supervisor is a confidential position reporting to the Director of Business and Finance. Provides financial analysis support for budgeting and financial or systems projects to the Director of Business and Finance, analyzes financial reports and identifies cost saving opportunities, following up accordingly to define options, reach out to vendors for bids and analyze inputs to determine optimal solutions and recommend them to the Director of Business and Finance for evaluation and possible implementation. Prepares investment reporting from vendor statements quarterly, and assists in building presentations to achieve clear communication to internal, external and Board of Director constituencies.

Key Responsibilities
Receives assignments in the form of objectives and determines how to use resources to meet schedules and goals. Responsible for managing, preparing, administering, and directing the control of the budget/financial resources. Reviews and approves recommendations for financial planning and control. Monitors division and department adherence to approved budget. Provides guidance to subordinate(s) to achieve goals in accordance with established policies. Work is reviewed and measured based on meeting objectives and schedules. Follows processes and operational policies in selecting methods and techniques for obtaining solutions. Erroneous decisions or failure to achieve goals results in additional costs and personnel, and serious delays in overall schedules.

Researches, gathers and analyzes financial and other resource data; prepares budget reports or analyses of operational activities, evaluation of current and proposed services, etc. Prepares financial reports, develops compensation and other budgets in coordination with the Director of Business and Finance, evaluates opportunities for cost savings and system improvements, works with IT to implement financial system improvements and as a backup, processes payroll adjustments and deductions such as workers compensation deductions and other payroll adjustments as necessary. As a backup, reviews timekeeping system for accuracy of data entered per pay cycle and reports discrepancies to supervisors and senior managers. Functions as a resource on issues such as researching complex financial discrepancies.

Monitors the work of the Purchasing Clerk, reviews all open Purchase Orders and Blanket Purchase Orders monthly, to ensure proper receipt, follow up and clearance of any discrepancies.

Participates in audits of internal records and processes and prepares recommendations for changes as needed. Reviews, processes, and approves standardized financial data and transactions. Monitors the delivery of quality customer service to various constituencies to include internal department clients and external vendors.
Requirements and Qualifications
- Bachelor’s degree in related area (finance or accounting) and/or equivalent experience/training
- 3-5 years of experience required in core competencies/key responsibilities.
- Advanced degree and/or Professional certification preferred
- Three references required at the time of application

Salary
Hiring Range: $5483.33.00 minimum – 8383.33.00 midpoint monthly

Other Requirement
Must successfully pass a Criminal Background Check