JOB OPPORTUNITY #1

ANALYST IV - Post –Award Analyst
Department of Radiology & Biomedical Imaging
Requisition 38980BR

The Post-Award Analyst provides a full spectrum of high-level financial analysis and support for approximately 15 researchers (faculty, postdoctoral scholars, fellows, residents & students). The successful candidate works well in a fast-paced, service-oriented environment within a team structure. The incumbent exercises judgment and independently coordinates activities among multiple sites, institutions and investigators; is called upon to navigate a variety of funding mechanisms, including NIH individual investigator grants, cooperative agreements, program projects, training grants, fellowships, sub-contracts and industry sponsored contracts. Forging a partnership between the department and the investigators, the Analyst supports the investigators' role in planning and managing projects within the framework of sponsor, university, and departmental policies. The position works with the PI to develop budgets and projections, prepares financial reports, analyzes options, and interprets sponsor/university/department requirements. The Analyst reviews effort reports, coordinates funding changes, prepares financial journals, and provides liaison with funding agencies; partners with pre-award staff to develop grant application budgets. This position reports to the Post-Award Team Leader located at Laurel Heights, performs other related duties as assigned.

For the full job description, go to http://ucsfhr.ucsf.edu/careers/.

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