JOB OPPORTUNITY #1

ASSISTANT III – Assistant Research Financial Analyst
Department of Medicine – Hematology/Oncology
Requisition # 39156BR

Job Overview
The Assistant Research Financial Analyst provides post-award financial services to support research administration in the area of clinical trials research for the Division. Specifically, this position will provide support on preliminary revenue and expense analysis reviewing clinical trials contract terms for payments to UCSF, budget and cost transfers journals including payroll expense transfers, invoicing and reimbursements for clinical trials, as well as monitoring and reporting on accounts receivable for the entire clinical research portfolio within the 7 research programs. The Assistant Research Financial Analyst will also be responsible for creations of staff and faculty payroll funding changes under the general direction and guidance of the finance manager and Senior RFAs. The incumbent will also perform other related duties.

Interested candidates should apply online via Brass Ring to requisition 39156BR at http://ucsfhr.ucsf.edu/careers/

JOB OPPORTUNITY #2

Analyst II – Research Financial Analyst (RFA)
Department of Medicine – Hematology/Oncology
Requisition # 39032BR

Job overview
The Department has a dedicated team of Research Financial Analysts (RFAs) who are assigned to provide support to specific divisions. In conjunction with the services provided by the division administrators and their staff, the RFA is responsible for providing high-level financial analyses and management to a defined group of faculty for their portfolio of sponsored awards. The RFA serves as the faculty’s single point of contact for research financial issues and ensures that faculty are provided with high quality, efficient, responsive, and responsible post-award research administration services. This position, in the Division of Hematology/Oncology, will oversee a portfolio of industry sponsored clinical trials and contracts. The individual reports to the Finance Manager of the division and works within a team of other RFAs. The incumbent will also perform other related duties.

Interested candidates should apply online via Brass Ring to requisition 39032BR at
JOB OPPORTUNITY #3

Analyst II – Financial Analyst for Adult Hemophilia Program
Department of Medicine – Hematology/Oncology
Requisition # 39060BR

JOB OVERVIEW
The Division of Hematology/Oncology is recruiting for a Finance Analyst. The incumbent is part of the post-award finance team responsible for account maintenance activities and financial transactions for all projects under the Adult Hemophilia 340B Program. The finance analyst is responsible for providing the full spectrum of financial services that include fiscal management for the Adult Hemophilia Program, with particular emphasis on revenue financial management and program income. Duties include preparing monthly, quarterly and annual financial reports, personnel and budget projections in accordance to University and federal guidelines, management and oversight of the Program’s external billing and inventory contractors, monthly reconciliation of accounts receivables/payables, liabilities, and program income, management of federal grants associated with the Program, and financial support for special symposia and related programs run by Adult Hemophilia Program.

The finance analyst will serve as a research financial consultant as needed to faculty and act as the liaison between the Hemophilia Alliance, UCSF, Department of Pediatrics, Research Management Services (RMS), Contracts and Grants, Accounts Payable, Extramural Funding (EMF), vendors, and other stakeholders to provide support as needed and ensure effective communication and timely procedures. Under the direction and guidance of the Division Administrator and Finance Manager, the incumbent will assist in implementing and retaining appropriate internal controls in compliance with the 340B Program and will work on special projects for the Finance Manager as assigned. These special projects will involve assistance with clinical trial reconciliation, invoicing of industry sponsors and assistance with financial module setup in OnCore. The incumbent will also perform other related duties.

Interested candidates should apply online via Brass Ring to requisition 39060BR at http://ucsfhr.ucsf.edu/careers/