JOB OPPORTUNITY #1

Manager - Compliance Manager
Controller's Office
Requisition 39407BR

At the Controller’s office, services provided include General Ledger, Capital and Cash Accounting, Payroll, Accounts Payable, Student Loan Billing and Collections, Sponsored Research (Extramural Funds) Accounting, and Foundation Accounting. The Office uses sophisticated technology to account for and report on UCSF financial activity. The Extramural Funds Department (EMF) is responsible for the administration of all external funding received by UCSF, including governmental and private contracts and grants. EMF is responsible for supporting UCSF with the initial account set-up, preparing regular financial reports, analysis, and reconciliation, policy interpretation, collection of reimbursable expenditures through billing, cash draw down to meet disbursement needs, and contracts and grants close-out. Each sponsor and each contract is potentially unique and may have its own unique rules to which the University must comply.

The Compliance Manager works under the general supervision of the Assistant Controller for EMF, the Compliance Manager works collaboratively with staff from the Controller’s Office, University of California Office of the President (UCOP), the Office of Sponsored Research (contracts and grants), Compliance Coordinator, and UCSF schools and departments to provide monitoring and guidance on fiscal compliance. The Compliance Manager provides staff and customer education and training to support compliance and reporting.

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

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