JOB OPPORTUNITY #1

ANALYST IV - Research Financial Analyst (RFA)
Location: Mount Zion
Department of Medicine - Division of Hematology and Medical Oncology
Requisition #: 39263BR

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 federal, other governmental and not-for-profit sponsored grants 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.

Required Qualifications
• BA/BS with a major in a related field and at least four years of hands on experience in administrative analysis or operations research; or an equivalent combination of education and experience
• Understand general fund accounting, purchasing, and budgeting, financial projection and business planning concepts.
• Demonstrate an understanding of federal policies and procedures concerning sponsored funding
• Excellent computer skills and facility with using MS Excel (sorting, pivot tables, filtering, basic formulas)
• Excellent mathematical and analytical skills
• Excellent communication skills, ability to translate and summarize numbers into an understandable narrative to others; ability to communicate effectively with a diverse group of individuals
• Demonstrated experience using institutional systems
• Ability to balance competing demands from multiple constituents

Interested candidates should apply via Brass Ring Req Number 39263BR at http://ucsfhr.ucsf.edu/careers/
Use this link to unsubscribe from this mailing list.