Please see the following correction in RED.
My apologies for the error and inconvenience!

JOB OPPORTUNITY #1

Analyst IV – Budget & Resource Management Analyst
Department of Budget and Resource Management
Requisition 40297BR

The Office of Budget and Resource Management is responsible for campus-wide financial planning, budget and resource management and allocations, and program and policy analysis services. The Administrative unit is a major functional division within the Office Budget and Resource Management that provides administrative and management support to all members of the office. The purpose of this position in the Budget and Resource Management (BRM) Department is to provide analytical support related to critical project areas and functions within the Operating Budget Unit as well as contribute to the overall success of departmental and campus-wide initiatives. The incumbent will work under the general direction of the Director of Resource and Operation Budget and be responsible to (but not limited to) the following: a). Provide strategic analysis and support for the Annual Budget and Planning Review process, and subsequent allocations of core resources to campus schools and programs. Critical aspects of this function include preparing cost benefit analyses of funding requests for campus wide initiatives and programs, and preparing budget planning scenarios based on requests from campus senior leaders; b). Coordinate the distribution of recurring campus support through monthly journals and coordinate tracking of ongoing campus support for chancellor’s annual commitments. Manage distributions to reconcile with control budgets for each control point. Provide guidance and training to the campus community on journal processing and policies; c). Create reports and develop queries from the Ad Hoc database for campus senior leadership; d). Provide analytical support during fiscal opening and closing processes, and related duties.

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

JOB OPPORTUNITY #2

Analyst III – Post Award Analyst
Department of Radiology & Biomedical Imaging
Requisition 40339BR

The Post-Award Analyst provides complex analysis and coordination of the financial aspects of grants management for Principal Investigators (PIs) supported by Department of Radiology & Biomendical Imaging. Key aspects of the position include
interfacing with the Departmental Business Office, UCSF Office of Research, UCSF Controller’s Office (Extramural Funds), UCSF Development Office and extramural and intramural sponsors. The candidate must be able to coordinate between multiple sites, institutions and investigators, and navigate complex funding agency guidelines. Skillful execution of a wide range of independent responsibilities, providing high-level post-award support, prioritizing and managing all aspects of the workflow are all key elements of this position. The candidate works closely and in concert with departmental faculty and staff serving as the departmental representative supporting his/her assigned PIs and report to the Department’s Post-Award Team Leader located at the Radiology Business Office at Laurel Heights. A successful candidate demonstrates considerable independence in planning, budgeting, tracking and keeping detailed records of all financial transactions ensuring awards of his/her assigned PIs are managed rigorously according to sponsor, UC and department requirements and following planning, budgeting and spending practices that are efficient and minimize audit risk. The candidate will also perform other duties as assigned.

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

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