JOB OPPORTUNITY #1

Analyst I – Finance Analyst
School of Dentistry, Dean’s Office
Requisition 40369BR

The Finance Analyst position will play a critical role in the day-to-day financial management for UCSF’s School of Dentistry. The Finance Analyst’s primary responsibilities will be analyzing revenue and spending trends, monitoring financial transactions, identifying inaccuracies, and providing immediate options for resolution. The ability to effectively prioritize, strategize, and problem solve are essential, as the Finance Analyst will be concurrently responsible for recurring financial transactions and reporting that cannot be overlooked or delayed. Additionally, the Finance Analyst will be involved in a variety of ad-hoc clinical projects, specifically in the interest of ensuring best practices and proper fund management. Other duties will include monthly, quarterly, and annual budget reporting and analysis for the various Dean’s Office units, revenue and expense transfers, submitting purchase orders through the School’s Bearbuy system, and administering the reconciliation and records management process for both the Dean’s Office and Predoctoral Clinic. The Finance Analyst must also be able to work effectively with a variety of stakeholders, including students, faculty, staff, UCSF central offices, and outside vendors to ensure compliance with UC financial procedures and reporting. The candidate will also perform other related duties.

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

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