JOB OPPORTUNITY #1

Financial Analyst, Analyst III
Clinical & Translational Science Institute (CTSI)
University of California, San Francisco

Req. #: 41469BR

The Financial Analyst is responsible for providing financial and analytical support for the central Finance function at CTSI which manages the financial operations of 15 programs and cross cutting initiatives. This includes post award funds management of federal, institutional, industry and intramural funding sources, as well as managing transactions in BearBuy and MyExpense, managing projections and reporting in Faculty Portfolio, producing ad-hoc reports as necessary, and ensuring that CTSI is in compliance with SAS-115 requirements. In addition, the Analyst prepares monthly recharge billing under the direction of the Finance Manager.

Required knowledge, skills and abilities include demonstrated knowledge of A-21 guidelines and post award processes, awareness of NIH policies and/or rules governing post-award spending, ability to manage several project simultaneously and respond rapidly to conflicting priorities, demonstrated ability to perform complex qualitative and quantitative analysis, strong analytical skills in order to grasp concepts of multiple disciplines and identify, analyze, and resolve complex administrative and process problems. In addition, applicants should be proficient in MS Office, particularly Excel. Preferred qualifications include experience with MyReports, Faculty Portfolio, BearBuy and MyExpense, and knowledge of UCSF chart of accounts, purchasing policies and processes.

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

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