JOB OPPORTUNITY #1

Req Number: 42046BR
Accounting and Operations Manager-MSP 3
Department: Financial Affairs-SOM Dean’s Office
Location: Laurel Heights

The Financial Affairs office in the School of Medicine is the chief financial administration unit in the School of Medicine at the University of California San Francisco, a $2B enterprise. The Financial Affairs office oversees, directs, coordinates and manages all School of Medicine funds and all Clinical Enterprise related funds flow and transactions. The Financial Affairs office serves as the School’s Control Point for Resource Planning, Finance, Accounting and Compliance, and Reporting and Decision Support, and establishes School wide fiscal policies, processes and financial reporting. Included in this responsibility are the fiscal oversight of 40+ academic Departments and Organized Research Units within the School and the management of School wide financial planning & analysis and reporting processes. The mission of Financial Affairs is to promote and provide financial expertise, efficient tools and services, responsible fiscal stewardship, meaningful reporting and analytics, while being a strategic partner to the leadership of our four missions: education, healthcare, research and public service.

Under the direction of the Director of Finance, the Accounting and Operations Manager oversees all accounting tasks performed in the Financial Affairs unit. Areas of responsibility include SOM financial reporting & data validation, compliance management, and Dean’s Office operations management. The incumbent is responsible for managing daily operations to ensure issues are addressed timely and smoothly and to improve financial processes wherever possible. To do so the individual needs to fully understand UCSF policies and procedures, accounting principles, and reporting requirements. The incumbent is tasked with ensuring: data validation is performed monthly and any misrepresentation on reports are corrected, funding models are tracked and managed, G/L verification is completed timely and accurately, all requisitions and journals are processed in accordance with policies and procedures. To do so the incumbent needs to be detail oriented to supervise and train staff but should also be able to step back to see bigger pictures to accurately reflect operations through financial reporting.

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