JOB OPPORTUNITY #1

Req Number: 42588BR
Analyst II – Financial Analyst, PostGraduate Education
Department of Radiology and Biomedical Imaging
Location: UC San Francisco, Laurel Heights

A member of the financial team in the Radiology & Biomedical Imaging Business Office, the PostGraduate Education Financial Analyst is responsible for $2.3M annually. **Budgeting, reporting, analysis, and revenue management** for postgraduate education activities: prepare budgets, revenue and expense statements, and analyses; manage complex funds flow for revenue generated, collected, and allocated between Radiology and SoM Office of Continuing Medical Education (OCME) and within Radiology among academic sections; reconcile ledgers. **Purchasing and accounts payable oversight** for postgraduate education and related activities: oversee purchasing and reimbursement activities and ensure smooth transition to new automated systems (BearBuy, MyExpense, and P-Card activities); review and ensure proper coding of purchasing/ accounts payable documents and honoraria. Provide liaison with department PGE faculty oversight committee, faculty directors, and related school/campus offices. **Coordination of departmental gift administration**: manage preparation of gift acceptance materials, establish new funds (or sunset unone) as needed, serve as departmental point of contact for staff and provide liaison with gift administration and UCSF Foundation. Ad hoc support for other departmental financial needs.

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

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