Job Opportunity #1
Req # 42595 BR

Analyst IV – Clinical Finance Analyst
Department of Medicine

Location: University of California, San Francisco – 995 Potrero Avenue

The Clinical Finance Analyst is responsible for managing the full spectrum of post-award services for the Division’s clinical contracts and MOUs. The individual serves as the single point of contact for the Division Manager and Medical Director for clinical finance and contract activity, and ensures that they are provided with efficient and accurate services, reports and information. The Analyst manages the entire scope of clinical finance administration and ensures that award management is conducted in an integrated manner with minimal risk. The individual will integrate the current financial management system into a modernized, efficient post-award management system that has capacity to grow; and be directly responsible for a number of complex funding instruments, such as Ryan White CARE grants, federal/local government contracts, and SFGH/UCSF Foundation gifts to the clinic. This position requires a high level of initiative and anticipatory skills to ensure that account activity remains current. Most of the division’s clinical contracts/MOUs are funded by partial encumbrances originating from different sources, and close attention to detail is essential during the monthly invoicing process to ensure accurate information gets to the invoicing team.

Overall responsibilities include coordinating with the pre-award team for grant and contract preparation and submission; financial management of clinical accounts including comprehensive annual forecasting and summary accounting. The individual initiates a significant, proactive and creative role using strong interpersonal skills and available technology to facilitate and expedite the integration, communication and coordination of all financial information and activities related to clinical awards. Each account is active and robust, and corresponds with multiple administrative tasks including but not limited to personnel funding changes, revisions, invoicing, and constant communication with Division program managers, UCSF Contracts and Grants, UCSF Extramural Funding, and the DPH AIDS Office.

The Clinical Finance Analyst will create, implement and maintain an integrated and coordinated clinical finance management system, which heretofore has not existed in the division. This activity requires significant knowledge, skills and abilities in programming excel files into a reliable, relational database for clinical finances. The database must be constructed to ensure static data (salaries, benefits, etc.) is both protected and kept current (e.g., updated according to mandated increases,
promotions and other salary changes). The individual ensures that standardized budgeting approaches are in place for congruence of projections.

The individual will operate with significant independence in the financial management and day-to-day decision making, alerting the Division Manager, Medical Director, Finance Manager and COE Coordinators of potential problems and discrepancies but otherwise maintaining full control over the clinical accounts. Funding stream diversification and organizational restructures may impact current reporting functions and are subject to change.

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

Interested party please contact David Clark, David.Clark@ucsf.edu.

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**Job Opportunity #2**

**Req # 42290 BR**

**Analyst II – Research Service Administrator**

**Department of Preventive and Restorative Dental Sciences / School of Dentistry**

**Location:** University of California, San Francisco – Parnassus Campus

The Research Service Administrator (RSA) will serve as an integral part of the PRDS Financial Services unit providing a key role in post-award management as well as general accounting duties. This position will provide analyst level support and will serve in a wide spectrum of financial activity ranging from post-award financial analysis and reporting for approximately 20 faculty as well as general accounting duties. The individual will independently prepare monthly analysis and report summaries using electronic systems, databases, and templates including but not limited to: WebLinks, People Soft, P2P, Personnel Action Notices, RAS, Cayuse, E-commons, Effort Reporting System, etc. Additionally, s/he must be able to work proficiently with on line systems such as Cayuse and E-Commons to prepare PIs Federal esnap reports. The individual will serve as liaison among the department, PIs, Campus departments, pre-award grant management, and sponsoring agencies.

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

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