Job Opportunity #1

- Req # 43033BR
Analyst V – Financial Analyst - Supervisor

Department of Otolaryngology / Head and Neck Surgery

The Analyst V-Supervisor or Financial Analyst reports to the Operations Manager and is the key member of the financial management team. The candidate will be responsible for strategic planning, development, management, and control of the department’s financial resources across five sites. This position provides high level budgeting, reporting, and analysis for the department’s clinical activity and manages discretionary funds. Together, clinical and discretionary funds total more than $11 million in revenue and expenditures annually. The Financial Analyst plays a major role in providing accurate information, projections, and analysis to guide important decisions by the department’s senior leadership team, and will work closely with five division chiefs in reporting on clinical performance and calculating incentive payments. The Financial Analyst will also be responsible for overseeing the Otolaryngology – Head and Neck Surgery (OHNS) Chairman’s Office.

The Financial Analyst is responsible for budget development, financial reporting, and analysis of professional fees and the associated expenses at UCSF Medical Center sites as well as for UCSF activities at the Veterans Affairs (VA) and San Francisco General Hospital (SFGH). In addition, the candidate plans, organizes, and records all information and documentation regarding revenue and expenses (faculty, fellow, staff, and non-payroll), and also tracks and trues-up all Medical Center Strategic Support agreements and coordinates approval of incentive payments. The candidate also oversees and approves financial journals and major purchases for departmental and division-supported expenses (non-research); represents the department and/or Administrative Director on school, campus, and departmental committees.

The Financial Analyst will supervise an Administrative Analyst (Analyst I level) and three Faculty Assistants, and will oversee and review all related processes and implement positive change within established policies for campus initiatives. This includes to ensure that issues related Academic HR are tracked and managed.