Req # 43059BR
Analyst II – Research Finance Analyst

Department of Medicine – Division of Geriatrics
Location: UCSF Laurel Heights Campus

The Division of Geriatrics is seeking a highly motivated Research Finance Analyst (RFA) with a background in finance and research administration to provide exemplary sponsored project support and financial management services for 8-11 principal investigators (PIs). The RFA will work with a group of collegial, innovative, and productive health outcomes researchers and clinicians at the University of California, San Francisco, who are focused on improving the health of older persons. The Division of Geriatrics highly values mutual respect and collegiality and the Research Financial Analyst is an essential and highly respected part of our team.

The RFA will serve as the PIs’ single point of contact for post award research administration and will ensure the PIs are provided with proactive, high-quality, efficient, responsive, and responsible research administration services through applying effective interpersonal skills and available technology. In addition, the RFA will help with budget preparation for grant submissions and will help with individual PI and Division wide financial forecasting. The RFA will work closely with the Faculty, Division Finance Manager and Division Manager in achieving Division goals.

Scope of responsibilities include forecasting, budgetary and financial analysis that ensures compliance and contributes to the organization and functioning of the Division of Geriatrics; management of at least 20 different budgets with a total annual budget of over $1.9 million in contracts and grants funded by federal, state, industry and foundations; assisting PIs with preparation and submission of contract and grant proposals that are submitted through the Veterans Health Research Institute (NCIRE), the San Francisco Veterans Affairs Medical Center (SFVAMC); and providing reliable, friendly and timely team work

To apply, please visit: http://www.ucsfhr.ucsf.edu/careers/

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