

From: [UCSF Academic Business Officers Group](#) on behalf of [Yang, Kati](#)
To: ABOG-1@LISTSRV.UCSF.EDU
Subject: Re: Four Job Opportunities!
Date: Friday, September 02, 2016 9:11:54 AM

Job Opportunity #1 -

Job ID: 45305 BR

Analyst II – Financial Analyst

Department: Family and Community Medicine

Location: Parnassus / Mission Bay / ZSFG

The Financial Analyst will work closely with the Department Director of Finance and various site leaders to troubleshoot and resolve daily financial, accounting and purchasing questions and issues. He/She will function as cross-coverage backup for the Finance Team in providing full spectrum of financial operations and functions for the Department. The individual will also be responsible for planning, managing and executing approved financial course of action with respect to projects/tasks and/or financial/programmatic portfolio assigned by the Director of Finance to achieve board goals and shared Department mission, as well as meeting financial, accounting and purchasing policies and requirements of UC and compliances of regulatory authorities/agencies. Specific duties for this position include: purchasing, reimbursements, monitoring of account activity for appropriateness, reconciliation, cash/deposit handling, administrative duties such as filing financial documents and responding to staff and faculty questions about reimbursement etc.; and performing other duties as assigned by his/her supervisor. The Financial Analyst must be able to carry out multiple tasks simultaneously while maintaining critical attention to detail. As such, the individual must be diligent, accurate, efficient, and have a strong work-ethic. The individual must be able to manage his/her time effectively while working under the general supervision of the Director of Finance and for specific (task related) finance and operations issues.

For additional information and/or apply on-line via <http://www.ucsfhr.ucsf.edu/careers/> or contact Antonio Chan, Antonio.chan@ucsf.edu, 415-514-1687.

Job Opportunity #2 -

Job ID: 45451 BR

Manager – Operations Manager

Department: Family and Community Medicine

Location: Zuckerberg San Francisco General Hospital

The FCM-ZSFG Operations Manager reports to the Chief of Service and the Department Director of Administration and Finance. The individual is also accountable to, and collaborates on a daily basis with, the School of Medicine (SOM) Associate Dean's Office at ZSFG, the ZSFG-Department of Public Health (DPH) executive leadership and other DPH affiliates on strategic, financial, regulatory and clinical matters. The FCM-ZSFG Operations Manager also partners with the Medical Directors for the Family Health Center, Family Medicine Inpatient Service, Urgent Care Center, and Skilled Nursing Facility and works as a primary interface and authority on site between UCSF and ZSFG in clinical operations for the Family Health Center (the largest provider of primary care services in the DPH San Francisco Health Network), Urgent Care Center (hospital wide service), Family Medicine Inpatient Service (a hospital wide service) and the Skilled Nursing Facility (a hospital wide service). S/he is expected to foster competitive customer-focused clinical services while administratively integrating the university goals of teaching and research with the ZSFG mission to serve traditionally indigent, disadvantaged, uninsured or underinsured populations. In partnership with department physician leadership, the individual works to establish operations that offer dynamic and flexible clinical services that will thrive in a changing healthcare marketplace by promoting and providing a seamless patient focused model of care. The position is one of two non-faculty leaders in the department who are members of the FCM Executive Council which addresses FCM wide policy, financial and operational matters.

For additional information and/or apply on-line via <http://www.ucsfhr.ucsf.edu/careers/> or contact Connie Yu, constance.yu@ucsf.edu, 415-476-0503.

Job Opportunity #3 -

Job ID: 45588 BR

Research Manager – Research Administrator IV

Department: Medicine

Location: Zuckerberg San Francisco General Hospital

The Research Manager works collaboratively with the Department of Medicine (DOM) to ensure compliance and effective financial management of all Departmental extramural funds, both research and discretionary. In addition, the Research Manager provides training and advice to 13 Research Financial Analysts (RFAs) covering 13 Divisions and 3 Centers. Finally, the Research Manager represents the Zuckerberg San Francisco General (ZSFG) divisions in campus-wide research administration initiatives when requested, and collaborates with the Director of Finance and Director of Research Administration to present one cohesive Department of Medicine perspective that advocates for changes that advance the Department's operational interests. The Research Manager for the Department of Medicine at ZSFG is responsible for overseeing all aspects of research administration in the department at ZSFG. Total research expenditures in FY 15-16 were \$84 million, distributed over 273 awards. In addition, the Research Manager must oversee non-CCSF clinical contracts in the Department. The individual reports to the DOM ZSFG Director of Finance and the Director of Research Administration, and collaborates closely with the Chief of Medical Services, the Director of Administration, 10 Division Managers and the 86 of the 149 faculty in the Department who serve as Principal Investigators.

For additional information and/or apply on-line via <http://www.ucsfhr.ucsf.edu/careers/> or contact Holly Ames, Holly.Ames2@ucsf.edu, 415-206-8667.

Job Opportunity #4 -

Job ID: 45583 BR

Analyst II – Executive Assistant to the Department Chair

Department: Family and Community Medicine

Location: UCSF Parnassus Campus and ZFGH

The position serves as Executive Assistant to the Department Chair providing high level administrative support to the Chair and serves as Executive Department Representative overseeing and coordinating special events, reports and website activity. This position represents the department in numerous interactions with the UCSF community, donors, alumni, governmental agencies, national and international organizations and the general public. The Assistant is a critical and key member of the Department administrative team and is the "face" of the chair to both internal and external constituencies. The individual will manage the chair's complex and demanding calendar, screen and triage highly confidential communications, handle all aspects of high-level faculty activities, including planning and implementing major annual faculty events, and strategize around and promote the chair's initiatives. The Executive Assistant to the Chair must be able to prioritize in a fast-paced environment, independently analyze issues, work with minimal supervision, and be exceedingly well-organized and flexible. Diplomacy and tact are essential, together with excellent verbal and written skills. In addition to this administrative responsibility, this position serves as project assistant for the Chair's research endeavors in Health Policy. Work is performed in two locations: Parnassus and SFGH.

For additional information and/or apply on-line via <http://www.ucsfhr.ucsf.edu/careers/> or contact Connie Yu, constance.yu@ucsf.edu, 415-476-0503.

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