

From: [UCSF Academic Business Officers Group](#) on behalf of [Yang, Katti](#)
To: ABOG-L@LISTSRV.UCSF.EDU
Subject: Re: Two Job Opportunities
Date: Thursday, November 03, 2016 1:04:38 PM

Job Opportunity #1 -

Job ID: 45957 BR
Financial Analyst III
Department: Urology

Location: Parnassus

The Business Office is a key unit of the Department of Urology's Central Administration. The Business Office oversees the long-range planning and administrative and fiscal operations for the Department at five hospital sites: Moffitt/Long Hospital, Mission Bay Hospitals, SFVAMC, ZSFG, and UCSF Benioff Children's Hospital Oakland. The Financial Analyst 3 in the Business Office establishes, implements, and oversees an effective budgetary implementation, monitoring, and control/audit system as well as provides financial analyses, fund management, and general accounting/financial services. The individual will be responsible for revenue/gift and foundation management, as well as manage and monitor finances for a portfolio of sponsored research accounts as well as all non-sponsored departmental accounts, and ensure that the appropriate internal controls are addressed, maintained and strengthened to protect University resources. The Financial Analyst 3 must have a thorough knowledge of finance policies, practices and systems; a proven ability to use spreadsheet and database software for complex financial analysis, fiscal management and financial reporting; proven interpersonal skills; critical thinking; attention to detail, and ability to multi-task in a high volume environment.

The Department of Urology in the School of Medicine educates medical students, residents, and clinical and postdoctoral fellows in urology; conducts basic science, clinical, and epidemiological research, including clinical trials; and provides professional patient care services.

For additional information and/or apply on-line via <http://www.ucsfhr.ucsf.edu/careers/> or contact Ginni Sahni, Ginni.Sahni@ucsf.edu / (415) 353-3020.

Job Opportunity #2 -

Job ID: 45968 BR
Admin Officer II – Central Administration Analyst
Department: Medicine / ADMIN / VAMC

Location: SFVAMC

This position will serve as a Central Administration Analyst (Admin Officer II) at the Department of Medicine's VAMC (DOM-VA) site. S/he will work directly with the UCSF Director of Administration (DA) at the VAMC in a myriad of activities related to the following roles for an assigned set of divisions: 1) HR liaison; 2) central administration Financial Analyst; 3) central administration Office Analyst; and 4) strategic and operational special projects for the DOM-VA site. The majority of the Central Administration Analyst work will take place at the DOM-VA site.

The job involves managing or performing the administrative services or managing the full general operations of an academic or non-academic organization(s). Administrative services include activities in finance and human resources and may also include IT, facilities, or student services. General management includes long and short range strategic planning in determining the mission and directing all activities of multi-disciplinary departments through subordinate management staff.

For additional information and/or apply on-line via <http://www.ucsfhr.ucsf.edu/careers/> or contact Kimberly Cantero, Kimberly.Cantero@ucsf.edu; phone: 415-750-6901.

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