

From: [UCSF Academic Business Officers Group](#) on behalf of [Yang, Katti](#)
To: ABOG-L@LISTSRV.UCSF.EDU
Subject: Re: One Job Opportunity.
Date: Thursday, November 17, 2016 7:37:59 AM

Job Opportunity #1 -

Job ID: 45992 BR

Research Admin II / Financial Analyst
ZSGH Department of Psychiatry
Location: ZSGH

The primary goal of the Financial Analyst position is to provide effective and comprehensive fiscal management of all funds within the Division of Psychosocial Medicine and Behavioral Health Integration, the Division of Infant, Child and Adolescent Psychiatry, and Mental Health Research. The fiscal management functions include budgeting, preparation of monthly reconciliations and projections, preparation of billing invoices and financial status reports, preparation and submission of all other fiscal reports, performing account close-out, adhering to the compliance guidelines, including but not limited to, set forth in OMB Circular A-21 and SAS 115. The individual is responsible for monitoring accuracy of account budget, revenue and cost allocation as well as maintaining gift funds for the department. The individual also provides support in submitting HR SRS funding change tickets and assisting with payroll expense transfers and journals entries. The individual will also liaison and coordinate with funding agency to facilitate and troubleshoot any funding and programmatic related matters. Keep an open communication between Division Administrators, Principal Investigators, Fiscal Operations Manager, and Finance Director.

Under general supervision, the Financial Analyst develops and / or oversees research proposals, awards and / or transactions related to contract and grant management and maintains contract and grant records in compliance with institutional and research sponsor policies. Works on proposals of moderate scope such as single investigator NSF proposals where analysis of financial information or reports requires review of a variety of factors (e.g. budgets, salaries, expenses, etc.). Receives assignments on project basis and fully analyzes problems, gathers data and information, and recommends solutions. May be eligible for delegated signature authority. Completes and approves transactions for signature by manager or other authorized institutional official.

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

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