
From: UCSF Academic Business Officers Group <ABOG-L@LISTSRV.UCSF.EDU> on behalf of Yang, Katti <Katti.Yang@UCSF.EDU>
Sent: Thursday, June 15, 2017 7:04 AM
To: ABOG-L@LISTSRV.UCSF.EDU
Subject: Re: One Job Opportunity!

Job Opportunity #1 -

Job ID: 47310BR
Financial Analyst II
Department: Psychiatry Financial Services
Location: MCB

The Financial Analyst (FA) is an important member in the Department of Psychiatry and Langley Porter Psychiatric Institute's (LPPI's) Financial Services unit and supports several areas including gifts and endowments administration, coordination of budgeting and strategic support submissions, facilitation of complex agreements with internal/external entities and research financial administration. This position requires a high degree of independence, analytical and problem solving skills, and attention to detail. The clinical service, education programs, and research in the Department of Psychiatry and LPPI are funded by a wide variety of University and endowment funds; clinic professional fee income; and federal, private grants and contracts. Therefore, on a daily basis, the FA must demonstrate skills and knowledge of a wide variety of policies including, UCSF accounting/purchasing system, foundation and clinic professional fee revenue, as well as medical center billing policies and federal and private contracts & grants.

The FA will assist with the development of budgets, full year forecasts, prepare budget and financial journal entries, produce ledger reconciliations, prepare monthly financial reporting packages, as well as tracking and management of various funds. The FA will work with large data sets in order to produce financial reporting, budget versus actual variance reports, reconciles fund balances, and perform ad hoc financial analysis and decision support.

The FA will also authorize and place orders for Psychiatry and LPPI and to provide purchasing decision support and analysis to customers within the Department. The FA will also work in conjunction with UCSF Campus Procurement and Business Contracts and Department faculty and staff on agreements under the purview of Campus Procurement. In addition, this role serves as the primary contact for new Department users on the Campus online purchasing system (BearBuy), provides training to new users, and mentors current users.

For additional information and/or to apply online: <http://ucsfhr.ucsf.edu/careers/>

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