
From: UCSF Academic Business Officers Group <ABOG-L@LISTSRV.UCSF.EDU> on behalf of Yang, Katti <Katti.Yang@UCSF.EDU>
Sent: Thursday, June 29, 2017 7:21 AM
To: ABOG-L@LISTSRV.UCSF.EDU
Subject: Re: Two Job Opportunities

Job Opportunity #1 -

Job ID: 47497BR

Financial Analyst III

Department: Urology

Location: Parnassus Campus – 400 Parnassus Avenue

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.

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.

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

Job Opportunity #2 -

Job ID: 47508BR

Administrative Supervisor II – Psychiatry HR Manager

Department: Psychiatry

Location: Parnassus Campus – 401 Parnassus Avenue

The Psychiatry Human Resources (HR) Manager in the Department of Psychiatry works closely with the Department's Chair and the Associate Chair to develop and maintain internal operational procedures for faculty and staff employee relations. This position ensures administrative effectiveness, and in consultation with central Human Resources (Campus and UCSF Health), supports strategic recruitment, project management, internal training and professional development, onboarding, credentialing, and retention efforts for all faculty and staff in the Department of Psychiatry. The Psychiatry HR Manager also serves on various committees on behalf of the Associate Chair, representing the Department both internally and externally.

In consultation with central Human Resources, the Psychiatry HR Manager provides advice, guidance and assistance to the senior leadership of the Department, supporting the Vice Chairs in their efforts to recruit, retain and manage personnel. This position also serves as unit/team leader providing oversight of technical and administrative support staff in HR, monitoring workload, serving as an expert and knowledge manager, and ensuring that the Department's operations with regard to all things HR flow smoothly. The position requires excellent project management, strategic planning, communications, human resources and financial skills.

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

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