

**From:** [UCSF Academic Business Officers Group](#) on behalf of [Yang, Katti](#)  
**To:** [ABOG-L@LISTSRV.UCSF.EDU](mailto:ABOG-L@LISTSRV.UCSF.EDU)  
**Subject:** Re: One Job Opportunity!  
**Date:** Friday, July 28, 2017 6:44:34 AM

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**Subject:** RE: One Job Opportunity!

Job Opportunity #1 -

Job ID: 47630BR

Senior Post Award Analyst – Research Administrator IV

Department: Cellular and Molecular Pharmacology

Location: Mission Bay

The Senior Post Award Analyst is a key position within the Department of Cellular & Molecular Pharmacology (CMP). The position works independently using advanced contracts and grants concepts to manage high volume and high complexity transactions. The individual is responsible for a full range of post award management of \$15M in extra-mural funds for ~55 researchers (faculty, postdoctoral scholars, fellows and graduate students). The Analyst will also assist the Director with management of several department accounts. These responsibilities include exercising judgment and independently interpreting, analyzing, and advising the Principal Investigator (PI) and the Director for each fund of current and anticipated problems, as well as suggesting the best financial strategy as to how the funds are spent within the framework of sponsor/university/departments requirements.

The Senior Post Award Analyst ensures spending is in accordance with institutional terms and conditions, verifies the accuracy of monthly ledgers and resolves discrepancies with Contracts & Grants Accounting and others. The Analyst prepares and customizes bi-monthly financial reports primarily using the MyReports systems with some supplementation with Excel reports, for each fund in order to best inform the Principal Investigators of a clear financial picture. The individual is also responsible for forecasting and managing approximately 30 fellowships.

The Senior Post Award Analyst will assist with training and overseeing the portfolio management of CMP's other Research Administrator (RA III). In addition to running standard financial reports for the assigned faculty, this position requires creating specialized reports for the Director and Department Chair. The reports include preparing 24-month projection reports using data from MyReports to verify if the PIs have at least 12 months of committed funding. These projections are labor intensive, highly complex in nature and accuracy is essential. In cases, where a shortfall is projected, the Senior Post Award Analyst must work with the faculty member, the Director and possibly the Chair to create a resolution plan. This position will also be responsible for monitoring CMP's most complex portfolio that requires great attention to detail and monitoring. The Senior Post Award Analyst will also assist the Director with management of department managed endowment accounts as well as program support commitments from the Dean's Office.

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

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