JOB OPPORTUNITY #1

Finance Manager – Research Resource Program
Research Resource Program (RRP)
Mission Center Building
Req Number: 38649BR

As a key member of the RRP team, this position will assist the Executive Director in overseeing the financial management for the Research Resources Program administrative office and core laboratories. This position plays a critical role in supporting the development and operations of new core facilities and maintaining the financial integrity of the RRP’s units by providing ongoing financial monitoring of the units’ funds, budget variance, expense reporting and projections. This position requires the highest level of ethics and professional standards to handle highly sensitive matters with tact and sound judgment. It has a high level of independence and requires a comprehensive knowledge of concepts, practices and procedures in the area of accounting/finance, decision support, budget analysis, and financial reporting.

For the full job description, please go to http://www.ucsfhr.ucsf.edu/careers/

JOB OPPORTUNITY #2

Manager, General Accounting
Controller’s Office
Mission Center Building
Req Number: 38609BR

The UCSF Controller’s organization delivers full accounting services and related systems for faculty, staff and students, UCSF Foundation, all University departments and any outside entities who have a business relationship with the University. Services provided include General Ledger, Capital and Cash Accounting, Payroll, Accounts Payable, Student Loan Billing and Collections, Sponsored Research (Extramural Funds) Accounting, and Foundation Accounting. The office uses sophisticated technology to account and report on UCSF financial activity. The General Accounting Manager should have a firm understanding of accounting systems in a large and complex environment. The General Accounting Manager is responsible for the leadership in the functional areas as follows: 1). Publish timely monthly, quarterly, and annual financial statements and related presentations, and provide detailed variance analysis; 2). Provide internal management reporting and financial information for campus departments; 3). Lead month-end and year-end close, and ensure compliance with GAAP; 4). Provide day-to-day leadership for the accounting operations; 5). Provide support and management of accounting administrative systems; serve as the key stakeholder and participant in the implementation and ongoing enhancements of the company’s ERP system; 6). Maintain internal controls; 7). Document and improve business processes and accounting policies; 8). Provide leadership support and management of accounting, recording and reporting all UCSF capital assets, facilities, and equipment; 9). Year-end audit and tax reporting, including sales and use tax audits, tax returns, and tax compliance; 10). Cash and credit card cashiering functions and banking relationships; 11). Maintain the chart of accounts. This position directly manages all aspects of the cash and cash equivalents compliance and controls, including credit cards and banking. This responsibility includes accountability for cash operations, ensuring
proper recording and reconciling of cash transactions, internal controls and segregation of duties, and implementation of campus-wide cash handling policies and procedures.

For the full job description, please go to http://www.ucsfhr.ucsf.edu/careers/

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