JOB OPPORTUNITY #1

Analyst IV / Senior Financial Analyst
Medicine – Infectious Disease
Req Number: 38537BR

The Senior Financial Analyst is responsible for providing the full spectrum of post-award services to a defined group of faculty. The incumbent serves as the faculty’s single point of contact for research administration and ensures faculty are provided with proactive, quality, efficient, responsive, and responsible post-award research administration services through applying effective interpersonal skills and available technology. The incumbent’s scope of responsibilities will include multiple complex funding instruments, such as large, multi-year program project grants, government contracts, training grants and clinical trials. The incumbent will mentor or supervise other administrative staff. The incumbent will work with the Division Administrator and Financial Assistant(s) to facilitate and expedite the long-term and day-to-day technical needs of the division by managing the research accounts for the Divisions of Infectious Diseases (ID) and Occupational and Environmental Medicine (Occ Med) and Dr. Kerlikowske, and promoting the administrative goals of the division and maintaining compliance within the division. Perform other duties as assigned.

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

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