JOB OPPORTUNITY #1

Analyst III / Research Finance Analyst
Medicine – Division of General Internal Medicine
Req Number: 38669BR

This Research Finance Analyst (RFA) is responsible for providing the full spectrum of post-award services to a defined group of faculty. The RFA serves as the faculty’s single point of contact for research administration and ensures faculty are provided with quality, efficient, responsive, and responsible post-award research administration services. For this position, s/he will work with the Division Administrator (MSO) and other RFAs to facilitate and expedite the process of administering extramural funds for research faculty by reconciling expenses against approved budgets, generating projections based on actual expenditures, preparing the fiscal closing reports and final reconciliation of costs, troubleshooting over expenditures and appropriation issues, and working with research faculty for post-award management issues. At RFA III classification, we expect s/he to manage a more complex level of contracts and grants. For each awarded funds, the RFA serves as a liaison between the Departments, research faculty, fund agency, and other institutions to provide support as needed and ensure effective communication.

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

JOB OPPORTUNITY #2

Analyst V / Chief of Staff
Medicine – UCSF Police Department
Req Number: 38668BR

This position is responsible for the finance and business leadership and direction of operations of the department in support of the Chief of Police. Under minimal supervision of the Chief of Police, this position is responsible for developing, coordinating and managing the police department’s business processes including all budgets and financial analysis; managing the purchasing process, accounts payable and receivable; research and writing of grant submissions; conducting research and program analysis to support the Chief of Police or other management staff; strategic initiative and performance measure analysis and management; prepare and proofread high level documents; serve on committees as a representative of the Police Department; provide project management on various initiatives; and other duties as assigned. This position will provide analytical and management support to facilitate effective prioritization of issues, synthesize information from within the Department and across the University and provide the Chief of Police with key
decision support tools. This position will need to work collaboratively with the Department and with other University departments to vet issues and develop recommendations to address administrative efforts, financial projects, and operational and strategic initiatives.

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

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