JOB OPPORTUNITY #1

Job Title Finance Manager, MSP 1
Department of Pediatrics (Parnassus Campus)
Requisition number: 37903BR

The Department of Pediatrics is one of the largest and most complex departments in the School of Medicine. The department is comprised of 17 divisions, with clinical income from inpatient and outpatient activities total over $65 million dollars in charges and annual extramural funding (contracts and grants) exceeding $30 million. The Finance Manager is an important member of the fiscal management team in the Department’s centralized accounting unit and participates in the management of several areas including research financial administration, coordination of divisional consolidated budgeting and strategic support submissions, management of complex agreements with internal external entities, in addition to operational analysis. The incumbent independently manages and oversees day-to-day operations in areas such as extramural fund management of a portfolio of complex funding. As one of the primary points of contact for Accounting and Financial compliance, the incumbent provides professional and technical leadership within the Department and across a portfolio of Divisions to ensure stability and solidity in finances and consistency in Department and Division accounting processing and reporting, and in the implementation of internal controls and compliance procedures; will perform other duties assigned.

Candidates should apply for job requisition number 37903BR through the UCSF HR website:  http://ucsfhr.ucsf.edu/careers/.

JOB OPPORTUNITY #2

ANALYST I
Department of Obstetrics, Gynecology and Reproductive Sciences (Parnassus Campus)
Requisition number: 37840BR

The Center for Reproductive Sciences is an Organized Research Unit established in 1977 that resides within the Department of Obstetrics, Gynecology and Reproductive Sciences. The CRS is focused on becoming a preeminent academic research center in the areas of hESC biology, early human development, including reproductive genetics. The CRS Business Office supports the research administration services of ~12 faculties. This position supports the Director of Human Embryonic Stem Cell Program, and Faculty Director of the Sandler Moore Mass Spectrometry (SMMS) Facility. The position also coordinates with CRS Business Office finance staff to ensure timely award and sub award creation, noncompetitive renewal funding, and fund closeout. The incumbent also coordinates and administers the Institute for Regeneration Medicine’s (IRM) California Institute for Regenerative Medicine (CIRM) Training Grant and the CIRM Shared Research and Training Laboratory. Finally, this position provides general administrative support to the (Director of Operations) of the SMMS facility, a campus-wide operation and perform other duties as assigned.
Candidates should apply for job requisition number 37840BR through the UCSF HR website: [http://ucsfhr.ucsf.edu/careers/](http://ucsfhr.ucsf.edu/careers/).

**JOB OPPORTUNITY #3**

Finance Analyst (ANALYST IV)  
Department of Microbiology & Immunology (Parnassus Campus)  
Department Name Microbiology & Immunology  
Requisition Number: 37985BR

The Department of Microbiology & Immunology is a basic science department within the School of Medicine. We perform scientific research and training. The Finance Analyst IV (FAIV) provides post-award grants administration, accounting and purchasing support. These services include a variety of post-award financial reports, payroll reconciliation and post-award grants administration. The FAIV carries out specific fiscal and grant management functions, budget administration, financial management and reports to the MSO. The FAIV is responsible for interpreting various complex federal, private, and university policies, guidelines, and procedures. The FAIV is also responsible for managing PI funding portfolios including federal, state, and private funding sources. The FAIV serves as the liaison with Research Management Services (the pre-award cluster) to ensure that proposals are being created and submitted appropriately. The FAIV is also the liaison with the HR Service Center. In addition, the Finance Analyst is responsible for approving lab orders within the BearBuy purchasing system; and will perform other duties as assigned.

Candidates should apply for job requisition number 37985BR through the UCSF HR website: [http://ucsfhr.ucsf.edu/careers/](http://ucsfhr.ucsf.edu/careers/).

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