JOB OPPORTUNITY #1

Analyst IV / Post Award Analyst (PAA)
Family & Community Medicine
Req Number: 38350

The Department Financial Services Unit provides financial, sponsored project post-award, accounting and purchasing services. Under the general direction of the Finance Director, the Post-Award Analyst (PAA) is responsible for the stewardship and direct administration of broad spectrum, complex extramural and other post-award/unrestricted fund activities which include but not limited to prompt and meticulous setup on all PI awards/contracts, preparation and/or approval of PeopleSoft, PET, BearBuy, and MyExpense transactions, monthly SAS 115 compliance reconciliation and biannual effort reporting support for PIs, complex pay plans and payroll initiation and subsequent update following current HR prescribed protocols, on time submission of financial status and required regulatory reports, maintenance of award close-out schedule/process, and perform reasonable review and internal control on all assigned funds and projects. In addition, the PAA collaborates and supports his/her assigned PIs and/or their Program Managers on all post-award fund management matters, prepares State contract proposals, budget revisions, and unites with other members of the Financial Services Unit to provide necessary cross coverage training and backup support as needs arise; participates in the discussion, preparation, and implementation of the Finance3 projects and initiatives, as well as performs other fiscal duties as assigned.

The position will require offsite meetings with PIs and Program Managers.

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

JOB OPPORTUNITY #2

Analyst V / Finance Analyst
The Clinical & Translational Science Institute (CTSI)
Req Number: 38247

The CTSI Finance Analyst reports directly to the Senior Business Manager and indirectly to the CTSI Chief Administrative Officer (CAO) and provides analytical support for the direct administration of the financial resources of the central office, financial oversight of a portfolio of CTSI programs/accounts, is responsible for review and reporting on the overall budget ($120 million 5-year NIH grant), other contracts and grants, affiliated accounts, budgetary and trend reporting, cost recovery initiatives and compilation of detailed projections. The Finance Analyst’s primary role will be to provide integrated and streamlined financial management for PCARI in close coordination with CTSI as well as the PCARI Board, a sub-committee of the Board of the Dado and Maria Banatao GLOBE Center, which includes senior leadership from UC Berkeley, UC San Francisco, and other partners as they
are identified. The Analyst will also provide generalizable senior level analytical support to CTSI’s central administration as needed. The incumbent will also perform other duties as assigned.

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

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