

**Req Number** 47629BR  
**Job Title** International Subcontract Analyst  
**Job Code and Payroll Title** 6206 Research Administrator III  
**Location** Mission Bay  
**Department Name** Obstetrics, Gynecology and Reproductive Sciences  
**Work Days** Monday - Friday, 9:00 am - 6:00 pm  
**Shift** Days  
**Shift Length** 8 Hours  
**Job Summary** JOB OVERVIEW

The International Subcontract Analyst is a senior finance position with a specific focus on managing and monitoring budgetary compliance for international subcontractors and collaborators for the Bixby Center for Global Reproductive Health. It is directly charged with overseeing all aspects of financial and subcontract management for programs with extensive international research base, primarily in Africa (Kenya and Zimbabwe). Responsibilities include working with programs and subrecipients to prepare budgets and justifications, submitting requests for new and amended subcontract agreements, reviewing subcontract invoices for budgetary and policy compliance, including compliance with funder guidelines, and working with subrecipients, program managers and Principal Investigators (PI) to ensure expenditures (current and projected) are in line with budgets and overall program planning.

In addition, this position will work directly with the UCSF Global Health Institute's GPRT (Global Program in Research and Training) NGO in Kenya to ensure regular communication regarding expenditure reports and budgetary adherence. Lastly, this position will be responsible for mentoring/training in-country subcontract staff to ensure systems are established for payroll management.

#### OBSTETRICS, GYNECOLOGY & REPRODUCTIVE SCIENCE

The Department of Obstetrics, Gynecology and Reproductive Sciences (Ob/Gyn & RS) is a major academic Department in the School of Medicine, engaged in clinical, research, and training activities at the Parnassus, Mt. Zion and San Francisco General Hospital campuses, as well as satellite locations throughout the Bay Area, with an annual operating budget of \$77.2 million and the new Betty Irene Moore Women's Hospital at Mission Bay. The OBGYN Department has 102 full-time faculty, 136 other academic appointees, 39 post-doctoral fellows, 20 clinical fellows, 36 residents, 136 voluntary clinical faculty, and 266 staff. The mission of the UCSF Department of OBGYN & Reproductive Sciences is to improve the lives and health of all women through excellence, innovation and leadership in Patient Care, Scientific Discovery, Education, Advocacy. "Leading the way in women's health."

#### BIXBY CENTER FOR GLOBAL REPRODUCTIVE HEALTH

The Bixby Center for Global Reproductive Health leads research and training programs around the world to improve reproductive and sexual health. The Bixby Center is under the SFGH Division of the UCSF Department of Ob/Gyn. Research through Bixby Center has influenced reproductive and sexual health related policies and evidence-based practices around the globe. The Center has major programs in Kenya and Zimbabwe, as well as other African countries that require extensive collaborations with in-country

partners.

#### ABOUT UCSF

The University of California, San Francisco (UCSF) is a leading university dedicated to promoting health worldwide through advanced biomedical research, graduate-level education in the life sciences and health professions, and excellence in patient care. It is the only campus in the 10-campus UC system dedicated exclusively to the health sciences.

#### Required Qualifications

- Bachelor's degree in related area and / or equivalent experience / training
- Three years' experience with grant administration or accounting in a University setting
- Familiarity with NIH contracts and grants submissions and renewals
- Demonstrated knowledge of generally accepted accounting, fiscal and reporting principles
- Demonstrated competence in the use of spreadsheet and database software in financial analysis, fiscal management and financial reports
- Thorough understanding of research administration guidelines of Federal and non-Federal sponsors supporting research and educational activities, preferably in a university environment
- Ability to perform complex financial analysis and customized reporting
- Ability to prepare budgets and justifications for research projects
- Ability to manage significant volume of transactions
- Ability to be highly detail-oriented
- Independent judgment and strong organization and communication skills and customer service focus across broad and diverse subject areas
- Must be willing and able to travel to Africa (Kenya, Zimbabwe or other collaborating countries) on a twice yearly basis – or more often if required – in order to meet in-country financial staff and collaborators and assist in capacity building efforts for training in-country staff for compliance and strong financial management

**Note: Fingerprinting and background check required. Effective March 13, 2017, all final candidate(s) for employment are required to undergo a background check.**

#### Preferred Qualifications

- Master's degree in public health or related field with international focus or equivalent
- Thorough knowledge of applicable compliance requirements related to use of human or animal subjects in research, financial conflict of interest, biosafety, etc.
- Maintains current knowledge of compliance regulations in all areas of research administration

**License/Certification** n/a

**Position Type** Full Time

**Percentage** 100%

**Equal Employment Opportunity** The University of California San Francisco is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, protected veteran or disabled status, or genetic information.