

Finance Position for UCLA Center for Research, Education, Training and Strategic Communication on Minority Health Disparities

Organization

UCLA Center for Research, Education, Training and Strategic Communication on Minority Health Disparities

Qualifications

Applicant must have a working knowledge of UCLA contracts and grants procedures, reimbursement procedures for travel, parking, and invoices for services and honorariums. Applicant should be detail oriented and a self-starter, with excellent oral and written communication skills. Must have a work history in accounting or grant management. Must be able to use advanced features of Microsoft Excel and Access, be able to design spreadsheets and calculate means, median and mode of data.

Position description

The UCLA Center for Research, Education, Training and Strategic Communication on Minority Health Disparities (www.MinorityHealthDisparities.org) is looking an applicant experienced with UCLA contracts and grants and financial procedures for a part-time position. Position will include preparation of financial reimbursements, some data analysis and use of the advanced features of Microsoft Excel and Access.

Additional information

Locations : Los Angeles,CA, United States

Position starts : Not Spec.

Hours : 8-12 hours per week depending on workload

Work Types : Part Time

Contact information

E-mail : cmhd@ucla.edu

How to apply

Interested candidates should send a CV with a cover letter, and the names of three references to cmhd@ucla.edu.