**Job Title: Research Financial Analyst**

Job Description:

* Under the direction of the Manager of Grants and Contracts, coordinates the financial management of all clinical research at Atlantic Health. Develops and revises budgets for sponsored clinical trials and grants, and obtains final Atlantic Health approval.
* With direction from the Manager, develops and maintains a standardized model and format for pricing all clinical research activities.
* Develops Medicare Coverage Analysis for each proposed clinical trial.
* Collaborates with internal and external customers to create effective budgets. Assists principal investigator or designee in budget administration including: budget development, analysis, invoicing, reporting, budget modifications, and purchase requisitions. Collaborates with individual research teams on follow-up activities.
* Acts as the liaison between the departments and Office of Grants and Research to resolve issues, outstanding documentation and/or cost transfer activity. Meets regularly with principal investigators, department heads, and administrative managers to resolve accounting problems concerning their research.
* Responsible for effective relationships and collaboration with all other team members.
* Collaborates with the Atlantic Health Finance Department in the post-award reconciliation or other related activities or issues.
* Invoices study sponsor for clinical trial patient enrollment activities, earned milestone payments and start-up fees. Monitors sponsor payments, reviews, approves, and initiates payment for research study bills.
* Prepares various reconciliations, monitors receivable balances, performs cash requests and billing, reviews and monitors expenses, and fund balances. Oversees the overall accounts payable and accounts receivable functions. Performs monthly reconciliations of study financial accounts. Monitors and formulates revenue earned for work performed on clinical studies. Analyzes and reconciles deferred revenue accounts.
* Maintains research financial database. Utilizes appropriate tracking systems by tracking all work daily, in appropriate database or trackers. Creates budget tracking sheets for every contract, tracks enrollment, ensures accuracy and timeliness of reports, ensures all receipts are deposited in the appropriate account. Records, deposits and maintains a log of all checks received from study sponsors. Coordinates check disbursement and resolution of problems.
* Adheres to accounting standards and justifies exceptions for approval. Obtains approval for allowable expenses as they are charged to projects.
* Organizes necessary documentation for reports. Produces monthly scorecard reports for the department. Creates monthly, quarterly, annual account reports, and various financial analyses reports as needed.

Job Requirements:

* Bachelor's degree, or equivalent, in finance or a related field.
* Two to five years of experience in research administration or business. Direct clinical research finance experience and study budget experience highly preferred.
* Proficiency in developing and designing Excel spreadsheets. Knowledge of QuickBooks.
* Previous experience in clinical, research, or healthcare field preferred.
* Knowledge of medical terminology required.
* Customer service-orientation, with excellent organizational, analytical and interpersonal communication skills required. Ability to work collaboratively as a team member essential.

Summary:

We are currently seeking a Research Financial Analyst to support the strategic financial and budgeting processes in the Office of Grants and Research at Atlantic Health. This key position serves as a resource to research investigators, key research personnel, managers and Atlantic executives. Functioning as a team player in the Office of Grants and Research, the Research Financial Analyst is responsible for all financial operations related to managing clinical research including: budget preparation for clinical trials and grants, financial analysis, invoicing and reconciliation. This position works closely with the clinical research team and must have excellent organizational, communications, customer-service and interpersonal skills. Previous experience in clinical, research, or healthcare field preferred.