



Job Code: 9776
Grade: 23
HCWR: N

Job Title

Finance Manager, Clinical Research

Department

Research & Clinical Trials

This position is exempt from Career Service under the CCH Personnel Rules.

Job Summary

The Finance Manager, Clinical Research is responsible for the financial execution of the clinical trials at Cook County Health (CCH). The Finance Manager will be accountable for the development and the execution efforts related to pre-award and post-award financial management policy making, advising on the development and delivery of relevant financial training, and ensuring all financial and compliance processes and functions for financial research activities are completed in an accurate and timely manner. The Finance Manager will strive for excellence in providing support and oversight in administratively tracking actual to projected expenditures, effort reporting, financial reconciliation, study closeout and parameters related to clinical research financial activities. All activities will be performed in compliance with GCPs, country specific regulations, International Council for Harmonization (ICH) Guidelines, and SOPs. The Finance Manager will support the Clinical Research Director, as needed, and may mentor Clinical Research Coordinators or other members of the clinical operations team.

General Administrative Responsibilities

Collective Bargaining

- Review applicable Collective Bargaining Agreements and consult with Labor Relations to generate management proposals
- Participate in collective bargaining negotiations, caucus discussions and working meetings

Discipline

- Document, recommend and effectuate discipline at all levels
- Work closely with labor relations and/or labor counsel to effectuate and enforce applicable Collective Bargaining Agreements
- Initiate, authorize and complete disciplinary action pursuant to CCH system rules, policies, procedures and provision of applicable collective bargaining agreements

Supervision

- Direct and effectuate CCH management policies and practices
- Access and proficiently navigate CCH records system to obtain and review information necessary to execute provisions of applicable collective bargaining agreements



General Administrative Responsibilities

Management

- Contribute to the management of CCH staff and CCH' systemic development and success
- Discuss and develop CCH system policies and procedures
- Consistently use independent judgment to identify operational staffing issues and needs and perform the following functions as necessary; hire, transfer, suspend, layoff, recall, promote, discharge, assign, direct or discipline employees pursuant to applicable Collective Bargaining Agreements
- Work with Labor Relations to discern past practice when necessary

Typical Duties

- Provides oversight for the development of policies, procedures, and training for the financial administration of the clinical research enterprise
- Provides guidance and support to staff regarding grant guidelines and procedures governing state, federal, and private grant proposal submissions, and reviewer expectations
- Structures the Research Finance organization, establishes goals and monitors performance objectives for optimal service delivery and efficient operations. Leads identification and development of high-performing staff
- Oversees the day-to-day operations of the pre- and post-award financial administration activities including coverage analysis, budget development, monitoring financial activities during the life of the project, transaction review, sponsor receivable and cash management, financial reporting, subcontract administration and audit management
- Oversees the day-to-day operations of the financial activities including processes and policies related to all contractual and negotiated reimbursement rates for Cook County Health (CCH) including the Facilities and Administration (F&A) rate and rates for internal charges (recharge rates)
- Maintains a close relationship with all CCH research affiliates and revenue cycle representatives to ensure a seamless clinical research billing process at CCH
- Performs other duties as assigned

Minimum Qualifications

- Bachelor's degree from an accredited college or university or higher
- Three (3) years of finance experience with one (1) year of experience working in a Clinical Trials or research department setting
- Two (2) years of experience managing or supervising staff
- Proficiency using Microsoft Office (Excel and Word)

Preferred Qualifications

- Bachelor's degree from an accredited institution college or university with an emphasis in accounting or finance
- Certified Public Accountant (CPA) or Master of Business Administration (MBA) is preferred
- Five (5) years clinical research office experience



Preferred Qualifications

- Two (2) years of experience supervising
- One (1) year of Clinical Trial Office pre- or post-award experience or be able to demonstrate equivalent experience
- Experience in clinical research operations with a focus in research compliance and/or financial administration in a research university, academic medical center, or other organization subject to an externally regulated environment

Knowledge, Skills, Abilities and Other Characteristics

- Experience leading an organization and providing effective management to a diverse staff, ensuring that they are developing professionally and sustaining a high level of performance is preferred.
- Demonstrated performance in establishing and maintaining productive and collaborative relationships with a full range of internal and external constituencies is necessary.
- Advanced understanding of Enterprise Resource Planning (ERP) systems and General Ledgers is preferred.
- Proven detail-oriented work style in collaboration with effective written and verbal communication skills is necessary.
- Ability to build and maintain effective working relationships with a range of people, understanding their needs and goals is necessary.
- Ability to work co-operatively with others as part of a team, as opposed to working separately or competitively, is necessary.
- Ability to establish, develop and maintain effective working relationships with internal staff and external stakeholders.
- Openness to change, adaptability, and the ability to work effectively in a variety of situations, with individuals or groups is necessary.
- Ability to understand and appreciate different and opposing perspectives on an issue is necessary.
- Strong interpersonal skills and the ability to develop and maintain relationships with key stakeholders is necessary.

Physical and Environmental Demands

This position is functioning within a healthcare environment. The incumbent is responsible for adherence to all hospital and department specific safety requirements. This includes but is not limited to the following policies and procedures: complying with Personal Protective Equipment requirements, hand washing and sanitizing practices, complying with department specific engineering and work practice controls and any other work area safety precautions as specified by hospital wide policy and departmental procedures.



The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the personnel so classified.

For purposes of the American with Disabilities Act, “Typical Duties” are essential job functions.