



Job Code: 9780
Grade: 21
HCWR: N

Job Title
Budget Analyst, Clinical Research

Department
Research & Clinical Trials

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

Job Summary

The Budget Analyst, Clinical Research will be responsible for reviewing and assists in preparing budgets supporting clinical research trials. Ensures that the budgets are developed in accordance with the Cook County Health (CCH) strategic plan and mission.

Typical Duties

- Develops, drafts, and negotiates budgets with sponsors for clinical trials using Medicare coverage analysis billing grid
- Conducts fiscal impact analysis; analyzes financial and statistical data to prepare reports/recommendations
- Supports clinical team with cost analysis components of feasibility assessments
- Works with CCH Hospital Billing to ensure use of the most up to date charge amount for procedures and services
- Works with departments to ensure all administrative and staff personnel related fees are incorporated as appropriate
- Provides justification as necessary for any institutional related fees and patient service costs
- Evaluates budgets for completeness, accuracy, and compliance with research billing policies, and ensures any corrections are appropriately made, communicated, and documented
- Negotiates budgetary component of clinical trial agreement with sponsor and provides most up to date budget to legal counterparts for inclusion in contract
- Responsible for entering event schedules, budgets, billing plans, and other financial information into the associated system management platforms as applicable
- Provides functional and technical support to system end users on the budget applications and system's workflow as it pertains to budget entry
- Provides feedback to research community as necessary to ensure financial components are appropriately accounted for
- Amends budget as necessary when required
- Reviews current business processes and continually seeks opportunities for improvement
- Performs other duties as assigned

Minimum Qualifications

- Bachelor's degree from an accredited college or university or higher
- Three (3) years of full-time work experience as a budget analyst
- Proficiency with Microsoft Office Suite (Word, PowerPoint, Excel)



Preferred Qualifications

- Bachelor's degree from an accredited college or university in accounting or finance
- Three (3) years of experience as a budget analyst in a hospital, healthcare, or Clinical Research Organization
- Professional Research certification (i.e., SOCRA, ACRP)

Knowledge, Skills, Abilities and Other Characteristics

- Knowledge of regulations regarding the use of human subjects in clinical trials, outcomes research, nursing research, and other research areas
- Knowledge of drug/device development process and the pharmaceutical and/or medical device manufacturing is encouraged
- Knowledge of fiscal impact, statistical and financial analysis techniques; subject matter expert - Knowledge of business, finance, and budgeting practices and legal requirements
- Knowledge of coding encouraged
- Knowledge of Cerner EHR
- Strong competency in Microsoft Excel and Word
- Excellent verbal, written communication, and interpersonal skills necessary to communicate with all levels of staff and a patient population composed of diverse cultures and age groups
- Effective organizational skills with strong attention to detail
- Effective interpersonal and communication skills desired

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.