



Job Code: 9781

Grade: 21

HCWR: N

Job Title

Financial Analyst, Clinical Research

Department

Research & Clinical Trials

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

Job Summary

The Financial Analyst, Clinical Research is responsible for supporting revenue recovery for clinical trials at Cook County Health (CCH). This position will be responsible for the timely preparation of monthly clinical research invoices in accordance with contract terms, government requirements, and billing processes and procedures. Other responsibilities include accounts receivable reconciliation of invoices, remittance, and payments (internal and external). Communicates with sponsors and vendors regarding payment collection and reconciliation of clinical trial accounts.

Typical Duties

- Assist with externally funded clinical trial account ledger set up as required by CCH Sponsored Projects and CCH Revenue Cycle.
- Invoices and reconciles clinical trial contracts against postings in Cerner Electronic Health Record (EHR)
- Invoices study sponsors as required by the study contract, and tracks payments received. Performs required follow-up to ensure payments are made.
- Participates in the clinical trial budget and billing configurations in commercial systems and utilizes functionality for financial management
- Develops and processes research subject's reimbursement and other stakeholder (internal and third party) payments in accordance with applicable regulations, contract terms, and study stipulations
- Performs complex reconciliations, resolve balances, and reporting for sponsored projects
- Develop, expand, and refine the effectiveness of in-house collection procedures to reduce overdue account balances.
- Works closely with CCH partners to assist in patient billing teams to ensure proper routing of patient care charges that should be billed to sponsor, accurately managing revenue generated versus received and monitor financial activities on all clinical trials
- Extracts Account Receivable Aging information to develop trend analyses and evaluate effectiveness of Collection Management processes.
- Ensures post award tools are updated after a budget amendment has been executed
- Establishes, maintains, and revises tracking systems for reporting and status update purposes
- Performs other duties as assigned



Minimum Qualifications

- Bachelor's degree or higher from an accredited college or university or higher
- Three (3) years of full-time paid work experience as a financial analyst
- One (1) year experience working in a Clinical Trial Office or research setting
- Proficiency using Microsoft Office i.e., Excel, Word, and PowerPoint

Preferred Qualifications

- Bachelor's degree from an accredited college or university in accounting or finance
- Master's degree in finance, Accounting, or Business Administration or related quantitative field with full-time paid work experience as a Financial Analyst, Certified Public Accountant or similar role in a hospital, healthcare, or managed care organization Five (5) years of full-time paid work experience as a financial analyst in a hospital, healthcare, or Clinical Research Organization
- Proficiency with SQL
- Advance proficiency using Microsoft Office i.e., Excel, Word, and PowerPoint

Knowledge, Skills, Abilities and Other Characteristics

- 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.
- Excellent ability to effectively present information verbally and in writing clearly and concisely.
- Advanced understanding of Enterprise Resource Planning (ERP) systems and General Ledgers is preferred.
- Ability to work co-operatively with others as part of a team, as opposed to working separately or competitively, is necessary.
- 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.