

Job Description			
Job Title:	Research Finance Administrator	Job Category:	Exempt <input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/>
Department/Group:	Alliance Foundation	Reports to:	Chief Financial Officer
Location:	Chicago or Boston	Travel Required:	<10% Travel anticipated
Level/Salary Range:	\$	Position Type:	Full-Time <input checked="" type="checkbox"/> Part-Time <input type="checkbox"/> Contract <input type="checkbox"/> Temporary <input type="checkbox"/>
HR Contact:	HR Director, Boston	Date posted:	October 15, 2019
Internal posting URL:	Click here to enter text.		
<p>The Alliance for Clinical Trials in Oncology Foundation (Foundation) is a nonprofit, tax-exempt foundation created to enhance and expand the ability of the Alliance for Clinical Trials in Oncology (Alliance) to conduct cancer clinical research and address important treatment questions through large-scale clinical trials. Through efforts of the Foundation in support of the Alliance, clinical trials and laboratory research are conducted to discover new or improved ways to prevent, treat and cure many types of cancer, including leukemia and lymphoma, and cancers of the breast, prostate, lung and GI tract, and help educate the medical community on methods of cancer diagnosis, treatment, and prevention.</p>			
<p>PURPOSE/SCOPE:</p> <p>The Research Finance Administrator (RFA) is responsible for establishing and directing a new Research Finance unit within the foundation’s Finance Department to support large scale federally funded grant programs in clinical cancer research. The RFA applies industry and professional standards, interprets federal and state laws, granting agency guidelines and financial reporting requirements, and other regulations as applicable to recommend grant accounting policy to the Foundation CFO and leadership.</p> <p>Directs the establishment of pre and post award accounting procedures within the Foundation’s established financial accounting system. The RFA works closely with the Senior Research Administrator (RA) to establish policies and procedures at the intersection of these two units. This position requires a significant amount of grants accounting and compliance experience including Single Audit/A-133 preparation and submission, IDC and FB negotiations, working with multiple types of grants (NIH, DOD, CDC) and funding mechanisms, in order to provide hands-on leadership and guidance in Research Finance/Accounting to the CFO and foundation leadership.</p> <p>The RFA will establish the appropriate grant accounting structure for a multi-million dollar grant that can be scaled up to accommodate multiple grants, within a few years. This is a new position that will require the RFA to work closely with leadership and other staff performing multiple tasks for purposes of building a program.</p>			
<p>ROLE AND RESPONSIBILITIES</p> <ul style="list-style-type: none"> Assumes the lead role for the development and implementation of financial accounting systems for the management of all sources of foundation grant revenue and expenditures. Works in tandem with Research Administration to develop policies and procedures for analysis, forecasting, modeling and reporting of grant financial information. 			

- Works with CFO and Grant Accountant (GA) to establish the grant specific accounting procedures, (from chart of accounts through final financial reporting) for initial multimillion dollar award which can be scaled to multiple grants.
- Under the direction of the CFO develops, negotiates and maintains the federal Indirect Cost and Fringe Benefit rates.
- Under the direction of the CFO and working with the Research Administrator, assumes responsibilities for the federal Single Audit (A-133), establishing the underlying processes including Internal Controls, Schedule of Expenditure on Federal Awards (SEFA), Financial Statements and processes that ensure financial compliance.
- Performs complex financial account reconciliations, statement analysis, and transaction research.
- Builds, maintains, and updates financial models and associated financial analysis.
- Oversees and directs the daily activities of the Grant Accountant(s)

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- University undergraduate accounting degree. Advanced degree in Finance or related field is preferred.
- At least 7 years of experience in accounting with relevant experience in grant/not for profit accounting.
- Knowledge of federal and state laws, granting agency guidelines, and other applicable finance/accounting rules and regulations.
- Proven leadership as demonstrated by successful financial accounting and leadership experience.

Skills and Competencies

- Excellent interpersonal skills and demonstrated ability to work with both clinical and technical collaborators.
- Well-developed written and verbal communication skills.
- Familiarity with Financial Edge Accounting software preferred.
- Attention to detail required and must display strong analytical and problem-solving skills.
- CPA preferred but not mandatory.

Reviewed By:	Heather Choukri	Date:	October 15, 2019
Approved By:	Sheilah Hurley	Date:	October 15, 2019
Last Updated By:	Heather Choukri	Date/Time:	January 8, 2020

Employee Name:

Date:

Employee Signature: _____