

Job ID 240977

Full/Part Time Full-Time

Location School of Medicine & Dentistry

Regular/Tem... Regular

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Opening

Full Time 40 hours Grade 053 Clin & Trans Science Institute

Schedule

8 AM-5 PM

Responsibilities

GENERAL PURPOSE:

With minimal direction and considerable use of independent judgment, the Clinical Research Finance Coordinator will utilize financial concepts, communication skills, and experience/knowledge of the clinical research enterprise to provide clinical research financial services to the URM research community. This position will work closely with departments to provide consultative services with creating budgets, calendars and negotiating with sponsors plus other pre-award and post-award activities as needed. This position will also use documents negotiated with sponsors to assist with the collection and management of clinical research revenue and expenses. This role will support the development of projects and processes from study initiation through completion by collaborating with investigators and other stakeholders. This position will require excellent communication and organizational skills, and solid foundational, financial, and operational knowledge in clinical research.

Supervision and Direction:

Reports to and is given direction by the Office of Clinical Research (OCR) Director and the Lead Clinical Research Financial Coordinator, and is accountable to Investigators.

SPECIFIC RESPONSIBILITIES:

20% Budget Development

- Develops and seeks Principal Investigator approval for CTMS coverage analysis. Develops cost and time analysis for studies using established processes and in conjunction with investigators, department heads, and other stakeholders, and acquires all necessary approvals.
- Prepares budgets in CTMS using established processes and standards. Interprets trends and projects data into the future; prepares reports for submissions to agencies regarding the status of sponsored projects.
- Evaluates and becomes familiar with research protocols and objectives. May write or assist in writing protocols.
- Works with faculty, administrative staff and community groups to establish plans and procedures for the conduct of studies and clarifies problems as they arise.
- Communicates directly with investigators and department leaders about study budgets. Keeps all parties apprised of budget development status.

20% Budget Negotiation and Analysis

- Negotiates budgets with sponsors. Responds to queries about justification and finalizes budget details with the related departments. Documents and finalizes data in the CTMS.
- Devises methods for complex search strategies and collection of information, often using statistical methods and computer programming and analysis.
- Analyzes results and prepares reports with recommendations; reviews reports of studies completed by staff; prepares commentary on projects in process.
- May serve as a member of or advisor to one or more committees associated with principal projects of which the studies are a part, or committees involved with University policy and planning.

20% Invoicing and Reconciliation

- Supports the department and provides guidance with (a) invoicing the sponsor, reconciliation of payments received, and assuring proper application of this data into the CTMS and (b) reconciling the study financial information in the CTMS to the study's WorkDay account.
- Provides periodic written reports and analysis to clearly present the results of billing operations and the status of receivables.
- In collaboration with administrator, develops strategic initiatives related to invoice and reconciliation functions.
- Provides guidance to departments on managing invoices and assuring appropriate follow up on accounts.

20% Calendar Specifications

- Creates calendars for protocol requests by determining if we will build the calendar in house or send it to a calendar building service.
- Works with study teams to validate the calendar and provide support with importing the calendar into the OnCore system.

15% Facilitating Charge Review and Corrections

- This position will provide consultative services for the following activities:
- Manages efforts to ensure any clinical research study with billing risk has a Billing Grid in the Clinical Trials Management System (CTMS) and a unique study record in eRecord
- Monitors that study participants of active studies are associated to the respective study records in eRecord and that the statuses of those participants are maintained.
- Monitors that study related transactions in the patient billing system are reviewed in a timely manner by the respective study team members.
- Facilitates the process by which transactions noted as payable by a study account are communicated to Patient Financial Services for posting and journal entry purposes.
- Serves as a liaison between study teams and Patient Financial Services when corrections are requested to past charge reviews.
- Investigates observations and questions of Patient Financial Services regarding study participant claims that are pending or denied.
- Actively participates in initiatives including evaluating opportunities for continued billing efficiency and best practice recommendations.

5% Other

- Builds and maintains inter-departmental and stakeholder relationships.
- Participates, and sometimes facilitates, meetings with colleagues, attends educational activities, and keeps current on state of the research industry.
- Other projects and job duties as assigned.

REQUIREMENTS:

- Degree in Business or related field and minimum of 3 years clinical research experience; or an equivalent combination of education and experience. Prefer 2-4 years of experience in an academic setting.
- Proficiency in Microsoft Outlook, Excel, Word, PowerPoint, eRecord, and database experience.
- Must be familiar with research budget development and negotiations.
- Proven ability to interact with all levels of faculty and staff in a professional manner.
- Excellent interpersonal, presentation, analytical, and communication skills focused on customer service.
- Attention to detail a must. Shows initiative and resourcefulness in managing priorities and takes responsibility for accomplishing his/her own work.
- Works collaboratively and maintains confidentiality of information at all times.
- Proven writing skills highly desirable.

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How To Apply

All applicants must apply online.