

Institution Name	Brigham and Women's Hospital
Job Title	FINANCIAL COORDINATOR / 40 HOUR / DAY / BWH DIV. OF MEDICINE-INFECTIOUS DISEASE
Job Description	<p>The Department of Medicine's Division of Infectious Disease is engaged in the management of an international, multicenter clinical trials network to advance therapeutics in HIV/AIDS, tuberculosis and viral hepatitis. This operation requires coordination of a research and clinical trials infrastructure that includes the fields of virology, immunology, pharmacology, mycobacteriology, specimen banking, clinical trials design, clinical trials data management, and new drug and laboratory testing regulatory affairs. The core research activities of this group involve international multi-institutional clinical trials in collaboration with the AIDS Clinical Trials Group (ACTG), a cooperative group funded by the National Institute of Allergy and Infectious Diseases (NIAID)-funded and other collaborating NIH Institutes and Centers, as well as interactions with industry partners that provide support for some of this work .</p> <p>Working under the general direction of the Administrative Director, and the day-to-day direction of the Finance Manager, the financial coordinator is responsible for providing a full scope of basic financial and administrative support to the ACTG Ops Center at BWH.</p> <p>PRINCIPAL DUTIES AND RESPONSIBILITIES</p> <ol style="list-style-type: none"> 1. Provides grant assistance in the form of preparation and processing of grant applications for NIH and other funding agencies. Includes preparation of administrative sections of grants and continuing applications, research descriptions, updating biosketches and other support. Responsible for coordinating grants for internal approval process via InfoEd and final submission to the sponsor. Serves as liaison between collaborators involved in the ACTG. 2. Reviews all incoming invoices and reimbursement requests to ensure compliance with hospital, Partners and grantor policies and procedures. 3. Serves as the primary contact for outside vendors 4. Assists in the maintenance of a variety of statistical and financial reporting systems 5. Works closely with the Grant Administrator to ensure proposal compliance with hospital, Partners and grantor policies and procedures as well as those of subcontracting institutions are met. 6. Perform other duties as assigned
Qualifications	<p>QUALIFICATIONS</p> <ul style="list-style-type: none"> • BS required • Knowledge of accounts payable and accounts receivable • Basic knowledge of financial processes required • Basic knowledge of research grants and contracts preferred <p>SKILLS/ ABILITIES/ COMPETENCIES REQUIRED</p> <ul style="list-style-type: none"> • Strong organizational and communication skills. • Strong database management and computer skills. • Ability to work under pressure in a fast-paced and at times hectic environment • Ability to handle sensitive and confidential information • Effective interpersonal and communications skills. • Problem solving, analytical and organizational skills. • Extensive knowledge of computerized software programs: Microsoft Excel/Access/Word/Power Point • Ability to make decisions quickly and independently. <p>** Please submit resume online</p>

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