

Institution Name	Brigham and Women's Hospital
Job Title	FINANCIAL ANALYST/GRANTS ADMINISTRATOR / 40 HOUR / DAY / BWH DIV. OF MEDICINE-INFECTIOUS DISEASE
Job Description	<p><b>GENERAL SUMMARY/ OVERVIEW STATEMENT</b>  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 analyst is responsible for a budget and allocation of the ACTG Protocol Implementation Funds (PIF). The financial analyst will assist with all budget and account responsibilities.</p> <p><b>PRINCIPAL DUTIES AND RESPONSIBILITIES</b></p> <ol style="list-style-type: none"> <li>1. Responsible for the development and oversight of ACTG Protocol Implementation Funds (PIF)</li> <li>2. Works with the Grants Administrator and Contract Specialist to review and monitor subcontract invoices and payments to ensure they adhere to sponsor and institutional guidelines</li> <li>3. Under the direction of the finance manager, generates monthly financial reports for the ACTG Network</li> <li>4. Responsible for the development and oversight of project budgets.</li> <li>5. Uses Insight, Document Direct, and other financial systems to monitor and evaluate financial and operating performance</li> <li>6. All other duties as assigned</li> </ol>
Qualifications	<p><b>QUALIFICATIONS</b></p> <ul style="list-style-type: none"> <li>• BS Required</li> <li>• Progressively more responsible research administration work experience, required.</li> <li>• Proficient in Microsoft Excel</li> </ul> <p><b>SKILLS/ ABILITIES/ COMPETENCIES REQUIRED</b></p> <ul style="list-style-type: none"> <li>• Strong organizational and communication skills.</li> <li>• Strong database management and computer skills.</li> <li>• Must possess aptitude for budget management.</li> </ul> <ul style="list-style-type: none"> <li>• Ability to work under pressure in a fast-paced and at times hectic environment</li> <li>• Ability to handle sensitive and confidential information</li> <li>• Effective interpersonal and communications skills.</li> <li>• Strong problem solving, analytical and organizational skills.</li> <li>• Ability to analyze complex financial statements.</li> </ul> <ul style="list-style-type: none"> <li>• Extensive knowledge of computerized software programs: Microsoft</li> </ul>

	<p>Excel/Access/Word/Power Point</p> <ul style="list-style-type: none"><li>• Ability to make decisions quickly and independently.</li></ul> <p>**Please submit resume directly at <a href="http://careers.brighamandwomens.org/JobDescription.aspx?Back=1&amp;&amp;jobId=2222800">http://careers.brighamandwomens.org/JobDescription.aspx?Back=1&amp;&amp;jobId=2222800</a> **</p> <p>(No emails please) An EEO, AA, VEVRAA Employer</p>
Website for applications to be submitted	<a href="http://careers.brighamandwomens.org/JobDescription.aspx?Back=1&amp;&amp;jobId=2222800">http://careers.brighamandwomens.org/JobDescription.aspx?Back=1&amp;&amp;jobId=2222800</a>
Job or Requisition No. (Optional)	2222800