

Institution Name	Brigham and Women's Hospital
Job Title	FINANCE ANALYST / 40 HOUR / DAY / BWH DIV. OF MEDICINE-PULMONARY
Job Description	<p>GENERAL SUMMARY/ OVERVIEW STATEMENT The Finance Analyst is responsible for the day to day management and overall health of the research accounts within the Pulmonary and Critical Care Division and select division/clinical operations. This position supports a broad range of financial, analytical, and administrative activities for the Senior Research Administrator and the Division Administrator. This position will also serve as a divisional resource for faculty regarding federal and NIH regulations related to grant applications and administration.</p> <p>PRINCIPAL DUTIES AND RESPONSIBILITIES 1. Manages Division's salary systems. This includes data entry and analysis in multiple institutional and divisional systems and ensures all are kept in sync. Responsibilities include, but are not limited to, entering EDC's, Merit Reviews, and Special Payments into the PeopleSoft system. 2. Acts as the Division's Effort Reporting Analyst. 3. Manages Division's "SEED" package accounts used for recruitment, retention and expansion. Provides monthly reporting to package recipients and overall accounting to the senior division management. 4. Coordinates invoice generation and payment tracking for corporate sponsored research. 5. Reviews, approves and reconciles all subcontract payments for "sub-out" agreements. 6. Assists Research Administrator with monthly fund monitoring and project close-out. Ensures fiscal health of research funds and compliance with sponsor requirements. 7. Prepares and reconciles journal entries as needed 8. Assists Research Administrator with pre-award grant budgeting, subcontract negotiation, and corporate sponsored research budget negotiations as needed. 9. Provides complex financial analysis for both the Research Administrator and Division Administrative Director as needed. 10. Performs other duties as assigned. 11. Represents Pulmonary and Critical Care Medicine Division and its administrative team to internal and external constituencies. 12. Deals with projects and data that are highly confidential in nature.</p>
Qualifications	<p>QUALIFICATIONS • Bachelors degree with 2+ years experience in a health care required. • 2+ years fund accounting and financial modeling required. • Experience with Pre and Post award grant management strongly preferred.</p> <p>SKILLS/ ABILITIES/ COMPETENCIES REQUIRED 1. Excellent organizational skills. 2. Able to manage multiple projects and competing deadlines. 3. Ability and interest to see the "big picture" and effectively manage the details to support it. 4. Proficiency in MS Office applications and ability to learn new systems as needed. 5. Understanding of and facility with fund accounting. 6. Requires ability to work effectively with physician and administrative staff. 7. Strong communications and organizational skills. 8. Initiative and ability to work independently. An EEO, AA, VEVRAA Employer</p>
Email address of contact	agerson1@partners.org
Website for applications to be submitted	http://careers.brighamandwomens.org/JobDescription.aspx?Back=1&jobId=2223123
Other relevant information	No Emails Please. Submit resume directly at http://careers.brighamandwomens.org/JobDescription.aspx?Back=1&jobId=2223123
Job or Requisition No.	2223213