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## Financial Analyst

**SPAULDING CLINICAL** aims to be the clinical research organization by which all others are measured. Pioneering in our approach to redefining how the industry perceives and achieves success; passionate in our pursuit of ingenious solutions that mitigate risk; loving in our care for our volunteers, customers and employees; and heroic in our ambitions to ensure the health and safety of people around the globe - Spaulding Clinical is taking *research beyond results* to create a marketplace of safer drugs.

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Original Date: 11 Aug 2020

Position Reports To: Controller

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### Job Summary:

As the Financial Analyst for Spaulding Clinical, you will partner with the Controller and other members of management to work toward the strategic and operational financial and budgetary goals of the company. The Financial Analyst will work in conjunction with the Controller to serve as a contact and resource for the Management Team relative to the forecasting, budgeting, cash and vendor strategies, and job costing. You will have responsibility for assuring these job functions are delivered timely and accurately.

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### Essential Duties and Responsibilities:

- Assist with vendor communication as needed
- Cash management of the entire company
- Creating and managing cash strategies as the business continues to grow
- Assist in budget preparation by department and business unit
- Manage sales forecasting and business forecasting on a monthly basis
- Creating and maintaining forecasting models for sales, expenses, and cash for future contracts
- Monitor financial performance relative to the corporate budget and study budgets
- Assist with job costing and sales strategy to improve gross margin across all business units
- Assist in creating and maintaining processes for effective revenue recognition models

The Statements made in the job description are intended to describe the general nature and level of work being performed by people assigned to this job. These statements are not intended to be an exhaustive list of all responsibilities, duties and skills required of people assigned to this job.

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### Skills/Qualifications:

- Ability to read, write, and interpret the English language.

- Demonstrates attention to detail and accuracy.
  - Possesses strong written and verbal communication skills.
  - Work well in a team environment.
  - Knowledge of GAAP.
  - Ability to work effectively in a fast-paced, deadline-driven environment that requires the management of multiple projects at one time.
  - Analytical skills, presentation skills, strong creative and conceptual thinking and problem-solving skills.
  - Ability to develop solutions to a variety of complex problems utilizing established precedents and policies and personal resourcefulness.
  - Good computer skills; inclination to adopt technology to maximize efficiency.
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**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to sit, stand, walk, reach with hands and arms, and use hands along with fingers, to handle or feel.
  - Ability to lift and/or move up to 25 pounds.
  - Specific vision abilities required by this job include clarity of vision both near and far.
  - Ability to identify and distinguish colors.
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**Hazards:**

- Potential for exposure to toxic or caustic chemicals
  - Potential for exposure to blood borne pathogens
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**Education and Experience:**

- Bachelor's Degree in Accounting
  - 3-5 years of experience in accounting or FP&A
  - CPA credentials preferred
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*Spaulding Clinical Research management has the discretion to hire personnel with a combination of experience and education which may vary from the above listed skills and qualifications.*

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This is to acknowledge that I have read and understand the above job description. This copy supersedes any others previously distributed. I further understand that Spaulding Clinical may

## Job Description

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change, add or delete any essential duties and responsibilities described at its discretion with or without prior notice.

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Employee Name (Printed)

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Employee Signature

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Date