

# Financial Analyst

**Job Title(s):** Project Financial Analyst, Operations Financial Analyst

**Department:** Project Management, Clinical Operations, or Finance

**Organization Type:** Contract Research Organization (CRO)-based

**Status/Salary:** Exempt and Salaried (Range \$47,500–\$74,500)



**SUMMARY OF ROLE** The Financial Analyst contributes to the achievement of financial and project objectives through accurate and timely reporting of revenue and costs. The Financial Analyst prepares, reconciles, analyzes, and reports revenue, contracts, projects, and associated metrics for assigned projects and contracts. This position interfaces with management on requests for financial information and addressing compliance issues, while ensuring that all reporting activities are accurate and prepared within established timelines.



## ESSENTIAL DUTIES

- Perform project analysis using different sources of information to support the financial decision-making process
- Identify and highlight potential issues related to project financial risks that impact profitability
- Monitor the overall health of assigned projects, including, but not limited to, revenues, gross profit, receivables, and unbilled amounts, as well as project close-outs and reconciliations
- Make appropriate recommendations that will positively impact operational effectiveness
- Prepare special reports and financial studies for management and provide findings and variances to plan
- Provide required financial reports within required deadlines, as requested



## KNOWLEDGE, SKILLS and ABILITIES

- Solid understanding of accounting/financial principles and regulations/legal requirements
- Ability to handle sensitive information and make sound recommendations
- High proficiency with full Microsoft applications; proficiency with accounting software packages
- Strong spoken and written communication skills; fluency in English
- Strong interpersonal, collaborative, and time management abilities
- Excellent organizational skills; accurate and detail-oriented



## EDUCATION and EXPERIENCE

- Bachelor's degree or its international equivalent in accounting, finance, or business administration
- 0–2 years' related experience
- Pharmaceutical or contract research organization (CRO) experience preferred



## TRAVEL and PHYSICAL REQUIREMENTS

- Travel can range from 0 to 10%

## CAREER PATHWAYS

- ▷ Senior financial analyst
- ▷ Assistant project management
- ▷ Business proposals/contracts