

Clinical Finance Coordinator
University at Buffalo, The State University of New York

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Posted Oct. 21, 2024, set to expire Aug. 4, 2025

Job Title	Clinical Finance Coordinator
Department	Clinical Research Office
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Oct. 21, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff Coordinator
Academic Field(s)	Research/Technical/Laboratory Finance/Investment Management
Job Website	https://www.ubjobs.buffalo.edu/postings/53559

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Job Description

The Accountant III (Clinical Finance Coordinator) performs a vital role for the Clinical Research Office (CRO) by providing financial information to principal investigators (PIs) and staff as indicated in clinical trial agreements awarded to the University. As a Finance Coordinator, you will be responsible for complex and varied research, financial, and analytical work related to review and management of clinical trials. This position reports to the CRO Associate Directors. The position provides centralized support to the administrative teams to ensure compliance with all Federal, State, Sponsor, and University policies & and procedures.

Responsibilities:

- Post award invoicing of industry sponsored contracts
- Provides monthly account reconciliation report generation

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- Verify and process vendor invoices
- Generate invoices for start-up, milestone, per patient visit and administrative fees
- Post sponsor payments received in Clinical Trials Management System (CTMS)
- Provide quarterly executive summary reports to administrators and management generated through the CTMS and other systems
- Assist in creation of policies and procedures
- Assist in tracking study staff time and effort on clinical research studies
- Assist with ongoing support and maintenance of the CTMS
- Communicate with PI, study staff and sponsor as needed
- Reconcile accounts receivable and accounts payable based on the clinical trial agreement and University electronic systems

Outstanding Benefits Package

Working at UB comes with benefits that exceed salary alone. There are personal rewards including comprehensive health and retirement plan options. We also focus on creating and sustaining a healthy mix of work, personal and academic pursuit - all in an effort to support your work-life effectiveness. We support your growth and development through our career coaching and training department and we qualify as a public service loan forgiveness organization. Learn more about the great [benefits](#) the University at Buffalo has to offer.

About The University at Buffalo

The University at Buffalo (UB) #ubuffalo is one of America's leading public research universities and a flagship of the State University of New York system, recognized for our excellence and our impact. UB is a premier, research-intensive public university dedicated to academic excellence. Our research, creative activity and people positively impact the world. Like the city we call home, UB is distinguished by a culture of resilient optimism, resourceful thinking and pragmatic dreaming that enables us to reach others every day. Visit our website to learn more about the [University at Buffalo](#).

As an Equal Opportunity / Affirmative Action employer, the Research Foundation will not discriminate in its employment practices due to an applicant's race, color, religion, sex, sexual orientation, gender identity, national origin and veteran or disability status.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.



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