

**Title of Job: *Contract Analyst***

**Summary of Job Duties:** Under moderate supervision of the CFO, this position will perform various responsibilities associated with negotiating research trial budgets and contracts according to standard operating procedures. These responsibilities will include contract negotiation, establishing study budgets, maintaining the company financial systems, reconciliations, and completing related documentation and reporting functions.

**Educational Qualifications:** 4 year degree in a business related field preferably accounting, economics or finance.

**Experience/Training:**

1. Two or more years of related work experience in any combination of financial planning, modeling or accounting.
2. Contract management and negotiation experience is preferred.
3. Thorough knowledge of the company budget and revenue systems.
4. Basic knowledge of general office procedures.
5. Computer literate with knowledge of word processing and spreadsheet software applications.
6. Ability to operate calculator keypad and computer keyboard.

**Licenses, etc:** N/A

**Status and Scope:** Reports to the CFO

**FLSA Status:** Non-Exempt

**Essential Job Duties:**

1. Maintains a positive, constructive, can-do attitude related to essential responsibilities.
2. Performs standard contract negotiations with potential pharmaceutical companies related to our participation in upcoming drug studies under the supervision of the CFO.
3. Prepares study budgets for each upcoming drug study according to the procedures in the study protocol.
4. Analyzes data to support negotiating strategies, assess financial implications of contract business terms, and make recommendation on company initiatives.
5. Prepares study exhibits with network providers to reimburse them for the services performed within the study procedures of the protocol.
6. Create and negotiate agreements for external vendors according to the procedures within the study protocol and company policies.
7. Develops the study matrix for each study according to company profit guidelines.

8. Builds the financial terms and requirements within the companies accounting system.
9. May perform the daily cash postings in the accounting system and apply payments to the appropriate study, patient, service and/or procedure.
10. Performs assigned account and study specific reconciliations per established SOPs.
11. May assist in the month-end closing process as required.
12. Prepare and process the monthly physician payments according to contractual terms in the provider exhibits.
13. Assumes responsibility for performing related support functions.
  - a. Maintains files, contract logs, contract documentation, and other miscellaneous filings.
  - b. Types a variety of documents, reports, and records.
14. Enters various data into appropriate database system to complete or update spreadsheet information which may include cash receipts, invoices and/or standard hours.
15. Maintains integrity of database systems by regularly updating files, reports and spreadsheets.
16. Assumes responsibility for effectively researching, tracking, and resolving (or properly referring) accounting or documentation problems and discrepancies.
17. Assumes responsibility for establishing and maintaining effective communication and coordination with Company personnel and with management.
  - a. Maintains regular contact with other departments to obtain and convey information and/or to correct transactions.
  - b. Keeps management informed of accounting activities/balances and of any significant problems.
  - c. Attends and participates in meetings as required.
18. May perform other duties not specifically listed in this job description as assigned by the CFO.