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Position Summary

Financial Analyst

Purpose

Under the direction of Finance and Administration Program Director perform complex financial and business-related analysis, data manipulation and forecast preparation for CIBMTR grants and contracts. Apply results of analysis to produce recommendations for CIBMTR Senior Leadership.

Primary Functions

1. Prepare, review and monitor CIBMTR grant budgets to ensure resources meet grant objectives, including revenue and expense projections.
2. Develop, generate, and maintain monthly financial reporting to CIBMTR Leadership by project and funding source, including statistical reports for internal and external distribution Research variances and provide insight as to why they are occurring. Apply results of analysis of multiple complex reports to produce recommendations for management and various stakeholders.
3. Support CIBMTR and MCW budget processes including annual budget forecasts and reconciliation in relation to federal grants.
4. Monitor research accounts to assure budgets are accurate, and faculty effort is appropriately charged.
5. Provide monthly accrual projections to MCW Administration for all large federal subawards.
6. Manage expenditures against approved budgets.
7. Oversee the development and submission of new grant budgets and applications. Prepare budgets necessary for federal grant renewals.
8. Coordinate extensively with external grant collaborators for pre-award budgeting and post-award reporting purposes.
9. Prepare continuous reporting, as necessary, to Federal agencies.
10. Develop, implement, and maintain comprehensive databases and files related to the grant submissions.
11. Identify problems or obstacles in the system/procedures related to administration of the funding proposals/funded proposals and communicate to the appropriate faculty/staff.
12. Participation in meetings related to federal grants and contracts.
13. Special projects as assigned.

Knowledge – Skills – Abilities

Strong analytical abilities and comprehensive knowledge of accounting principles and operations. Advanced software knowledge in the areas of spreadsheets, databases, electronic medical records and graphics. Experience with financial management in an academic or research setting with an emphasis on government grants and contracts preferred. Previous experience working in a complex organization and the ability to be effective in a matrix environment is important.



Organizational Structure

Building: Clinical Cancer Center

Department: Medicine

Division: CIBMTR

Reports to (Title): Program Director, Finance and Administration

Direct Reports (Titles): NA

Collaborates with (Titles): MCW Grants and Contracts, MCW Sponsored Programs, MCW Department of Medicine Grant and Finance Staff, CIBMTR Operational Directors, CIBMTR Executive Director, Deputy Cancer Center Director, CIBMTR Scientific Directors, CIBMTR Finance Team, external collaborator financial teams.

Specifications

Appropriate education and/or experience may be substituted on equivalent basis

Minimum Required Education: Bachelor’s degree

Minimum Required Experience: 5 years

Preferred Education: Finance or related business degree

Preferred Experience: Financial experience with grants and contracts

Field: Finance; business

Certification: CITI training required within 90 days of hire

Classification

Grade Name	15
Full-Time Equivalent	1.0
FLSA Status	Exempt
FLSA Test	Administrative
Workweek	Full-time role with expectations for coverage during core business hours and flexibility required as necessary to accommodate business needs.
Job ID	304
Job Name	Data Analyst
Position Category	Professional Services - Finance

Job Scope

Complexity – regularly applied judgment to accomplish tasks; develops policies and procedures

Impact – errors may cause moderate to serious damage; accuracy highly important

Autonomy – performs work independently with regular check-ins; supervision available as needed

Communication – occasionally resolves conflicts; adapts communication style to audiences

Responsibility – advises others

Confidentiality – regularly prepares and uses confidential information

Leadership – acts as a role model

**Physical Requirements**

Work requires occasionally lifting moderate weight materials, standing, or walking continuously.

Risk Potential

Little or no exposure to hazards such as dust, fumes, or extreme temperatures, airborne or blood borne pathogens, extreme temperatures, or allergens.

Sensory Acuity

Ability to detect and translate speech or other communication required. May occasionally require the ability to distinguish colors and perceive relative distances between objects.

Work Environment

Occasional exposure to dust, noise, temperature changes, or contact with water or other liquids. Work is performed in an environmentally controlled environment.

Performance Dimensions**Collegiality**

Exhibit confidentiality, honesty, and actions that build trust and strengthen relationships. Listen to others and effectively communicate in a clear and concise manner through written and verbal communication.

Demonstrate respect and commitment to the values of diversity and equity; seek out and incorporate diverse perspectives into decision making.

Excellence and Creativity

Exhibit initiative and ingenuity by taking ownership of tasks to proactively improve services, avoid problems, or develop opportunities. Generate novel and valuable ideas to impact institutional missions.

Identify and implement new methods to increase efficiency and quality.

Education and Development

Displays an ongoing commitment to continuous learning and self-improvement in one's area of responsibility.

Actively seek out mentorship and learning opportunities that can be applied to current and future work activities. Develop and maintain professional affiliations. Participate in design, development, and/or evaluation of instructional materials, methods, courses, or programs.

Agility and Judgment

Remain flexible and versatile in rapidly changing environment and adapt quickly to changing circumstances.

Change behavioral style or method of approach when necessary to achieve a goal. Make timely and sound decisions based on analysis of information, experience, and logic. Show reliability and accountability in the successful completion of all work.

Stewardship and Institutional Citizenship

Support transformational change to achieve institutional vision and strategies. Be an active and thoughtful participant in institutional initiatives, meetings, and committee work. Conserve resources and use in an efficient and cost effective manner across all institutional missions. Look for ways to improve and promote quality within area of influence.



Disclaimers

Background Check

Employment in this position may be contingent upon successfully completing a background and criminal history check, caregiver background check in accordance with the Wisconsin Caregiver Background Check Law, physical examination, and / or driving record check.

Equal Opportunity Employer

The Medical College of Wisconsin is an affirmative action / equal opportunity employer and does not discriminate in hiring or employment on the basis of age, sex, race, color, religion, national origin, veteran status, disability, or sexual orientation.

Diversity and Inclusion

The Medical College of Wisconsin defines diversity as a commitment to recognizing and appreciating the variety of individual differences in an environment that promotes and celebrates individual and collective achievement. The diversity of MCW continues to be an important source of innovative ideas and creative accomplishments.

Confidentiality

Employees that have access to MCW, affiliate, subsidiary, or student data or Protected Health Information (PI), or research protected information are obligated to protect the confidentiality and proper use and access of this information in order to prevent loss, misuse, unauthorized access, unnecessary identification, or security breaches.

Completeness

This job description is not an employment contract and the Medical College of Wisconsin may modify this document at any time. This document is intended to indicate the types of tasks and levels of skill, effort, and responsibility required by positions assigned this title. This information shall not be construed as a declaration of the specific duties and responsibilities of any particular position. It is not intended to limit or modify the right of any supervisor to assign, direct, and control the work of direct reports. The functions described are not to be interpreted as exclusive or all-inclusive of the various functions performed.

Effective Date: