

FINANCIAL SPECIALIST, CLINICAL RESEARCH

Posting Number	req18577
Department	Senior VP Health Sciences
Department Website Link	https://research.uahs.arizona.edu/
Location	University of Arizona Health Sciences
Address	Tucson, AZ USA
Position Highlights	<p>A successful candidate is responsible for developing Coverage Analyses and billing grids for clinical trials, developing and negotiating sponsor budgets for clinical trials, and training different disease areas on the importance of coverage analysis based on federal/state billing regulations including Medicare's National Coverage Decision (NCD) 310.1 as well as other third-party billing rules. They will work closely with faculty, research nurses, study teams, and our medical partner, Banner Health, to provide timely and expert support in the administrative start-up and maintenance of clinical research projects.</p> <p>Our Financial Specialists will have the opportunity to attend professional conferences as well as other professional development opportunities. Individuals successful in this role will be encouraged to explore opportunities for growth within our team's established career ladder. May be required to work weekend and evening hours when necessary.</p> <p><i>Outstanding UA benefits include health, dental, and vision insurance plans; life insurance and disability programs; paid vacation, sick leave, and holidays; UA/ASU/NAU tuition reduction for the employee and qualified family members; state and optional retirement plans; access to UA recreation and cultural activities; and more!</i></p> <p>The University of Arizona has been recognized for our innovative work-life programs. For more information about working at the University of Arizona and relocations services, please click here.</p>
Duties & Responsibilities	<ul style="list-style-type: none">• Prepare the payor coverage analysis and budget template documents in accordance with study protocol, applicable regulations, and UAHS procedures.• Negotiate clinical research budgets in accordance with institutional guidelines.• Liaise with UAHS study teams and medical partners to facilitate the approval of research projects.• Coordinate and collect all essential documents required for study start up activities.• Provide other appropriate assistance to ensure quality and timely completion/submission of research projects.• Facilitate submissions of clinical trial agreement and budget amendments, collecting essential documents as required and updating the payor coverage analysis.• Maintain final documents and distribute to internal and external stakeholders as required.

	<ul style="list-style-type: none"> • Prepare online routing in the UAccess Research System. • Other duties as assigned. <p>Knowledge, Skills, and Abilities (KSAs):</p> <ul style="list-style-type: none"> • Knowledge in supporting clinical research including payor coverage analysis, budget development, contract review, and/or study coordination. • Ability to work in a fast paced, dynamic team environment with changing priorities in a manner that is effective and efficient. • Self-motivated, takes initiative, and a strong ability to multi-task multiple projects. • Excellent written and verbal communication skills and significant attention to detail. • Ability to interact professionally and effectively with investigators, sponsors, and cross-functional teams to resolve issues with a positive outcome. • Knowledge of the principles and practices of a clinical trial management system (e.g. OnCore). • Excellent computer skills in Microsoft Office.
Minimum Qualifications	<ul style="list-style-type: none"> • Bachelor's degree or equivalent advanced learning attained through professional level experience required. • Three (3) years of relevant work experience, or equivalent combination of education and work experience.
Preferred Qualifications	<ul style="list-style-type: none"> • Experience supporting clinical research including payor coverage analysis, budget development, contract review and/or study coordination. • Demonstrated knowledge of university and sponsor agency policies and procedures. • Experience with UA systems, specifically UAccess Research
FLSA	Exempt
Full Time/Part Time	Full Time
Number of Hours Worked per Week	40
Job FTE	1.0
Work Calendar	Fiscal
Job Category	Research
Benefits Eligible	Yes - Full Benefits
Rate of Pay	\$59,404 - \$74,254, annually
Compensation Type	salary at 1.0 full-time equivalency (FTE)
Grade	8
Career Stream and Level	PC2
Job Family	Grant & Contract Admin

Job Function	Research
Type of criminal background check required:	Name-based criminal background check (non-security sensitive)
Number of Vacancies	1
Target Hire Date	
Expected End Date	
Contact Information for Candidates	Christine Gaul cagaul@arizona.edu
Open Date	12/6/2023
Open Until Filled	Yes
Documents Needed to Apply	Resume and Cover Letter
Special Instructions to Applicant	Please note: If invited to interview, please be prepared to provide three (3) professional references.
Diversity Statement	At the University of Arizona, we value our inclusive climate because we know that diversity in experiences and perspectives is vital to advancing innovation, critical thinking, solving complex problems, and creating an inclusive academic community. As a Hispanic-serving institution, we translate these values into action by seeking individuals who have experience and expertise working with diverse students, colleagues, and constituencies. Because we seek a workforce with a wide range of perspectives and experiences, we provide equal employment opportunities to applicants and employees without regard to race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, gender identity, or genetic information. As an Employer of National Service, we also welcome alumni of AmeriCorps, Peace Corps, and other national service programs and others who will help us advance our Inclusive Excellence initiative aimed at creating a university that values student, staff and faculty engagement in addressing issues of diversity and inclusiveness.