

## **Job Posting**

### **Finance Manager, Data Services**

#### **Position Overview:**

This position will be the Accounting and Finance lead in Hunt Valley, Maryland to support the Accounting, Financial Planning & Analysis and Project Management needs of the Data Services division of Firma Clinical Research. The position will also support the Operational Data Services lead (Senior Vice President, Data Services). Responsibilities include general accounting and month-end close, monthly work with project managers and forecasting, and liaison with the company's third-party accountant in Taiwan for the wholly owned subsidiary.

#### **Primary Responsibilities and Essential Functions:**

***To perform this job successfully, incumbent must be able to satisfactorily perform the essential functions of the role without or with reasonable accommodations. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.***

- Accounting / Month End Close / Financial Reporting
  - Intercompany Reconciliations with foreign subsidiary and parent company
  - Journal Entries
  - Monthly divisional financial statements, consolidation with foreign subsidiary and narrative discussing results
  - Financial metric preparation and analysis
- Project Management
  - Work with project managers to understand and quantify work performed each month in accordance with proper revenue recognition guidelines
  - Review timing of revenue recognition based on unit trackers
  - Invoicing to customers based on actual work or milestones as defined in the contract
  - Point of contact with customers on any billing questions
  - Forecasting of operations and annual Budget process
  - Monitor project contract amounts vs. actual for active projects – Job costing, budget to actual reconciliation including the unbilled receivables and deferred revenue accounts
  - Create unit trackers for new projects
  - Project margin/cost analysis
  - Time tracker reporting and analysis (via ADP time tracking)
- Treasury / Contracts & Proposals / Other
  - Work with Business Development to keep up to date on new proposals

- Work with project managers on project analysis to assist in executing change orders to existing contracts
  - Work with Human Resources on new employee integration
  - Prepare and meet with department leaders to review budgeted vs. actual results monthly
  - Assist with contract and change order management using ContractSafe
  - Track RFP's in Salesforce
  - Weekly Payable run for approved bills
  - Accounts Receivable invoicing, and past due collections
  - Assist with quarterly Board Meeting preparation
  - Special projects as assigned
- Taiwan Office
    - Review of monthly reporting package from Taiwan
    - Time Tracking
    - Other items as noted previously

Note: This list is not intended to be an exhaustive list of duties and responsibilities. There may be other duties as assigned.

**Qualifications including Education, Experience, and Skills:**

- Bachelor's Degree or equivalent experience defined as a minimum of 6 years related, combined experience in employment, education, knowledge, and skills that will enable the incumbent to perform the tasks of the role proficiently in accounting or related field
- A minimum of 5+ years accounting experience required
- Advanced knowledge of Excel
- Able to work independently
- Strong Presentation skills
- Familiarity with financial statement audits
- Experience with Job and Margin Analysis, Variance and Trend Analysis, Forecasting and Budgeting
- Understanding of Financial Metrics and consolidations

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