https://www.biolink360.com/job/billing-coordinator-clinical-trials/

Billing Coordinator-Clinical Trials AR/AP

Hiring organization
BioLink 360

Employment Type
Full-time, Contractor, Temporary

Job Location
Sylmar, CA

Base Salary
$ 23 - $ 35

Date posted
November 21, 2024

Description

Job Title: Billing Coordinator-Clinical Trials AR/AP
Location: Sylmar, CA

This position is responsible for various financial analysis activities for the Clinical Study Payments Team including new study budget review, study and site budget set up, invoice processing, customer service inquiries. It is also responsible for various reporting and month end activities.

• Responsible for generating and processing clinical study invoices
• Researches payments issues for accuracy and presents findings to departments as
necessary
• Review contract and grant agreements for financial risk and billing issues
• Assist in the facilitation of new study budget set up, quarterly payments, and special reports
• Support internal and external audits by preparing and providing relevant reports and analysis
• Special project analysis and support involving clinical study payment data
• Work as a liaison with the Clinical Study Data Systems team for application enhancements
• Provides input into how processes are developed and implemented with Clinical Payments Group
• Performs analysis of clinical study payment data per defined requirements
• Reviews, updates, and adheres to all Standard Operating Procedures
• Promotes confidentiality of financial and other data at all times

Qualifications

• Must have 1-3 years' experience in finance/accounting.
• Must have 1-2 years' experience in invoicing
• Experience with automated accounting systems. Strong knowledge of relational databases preferred.
• Demonstrated familiarity with MS Office, especially Word, and Excel.
• Demonstrated oral and written interpersonal, communication, analytical, presentation, and organizational skills.
• Ability to meet deadlines/work independently. Must be adept at handling multiple assignments in a timely manner and meeting assigned deadlines.
• Strong analytic skills and demonstrated capacity for accuracy.
• Ability to interact with people at all levels of the organization in a professional manner.
• Ability to maintain confidentiality of sensitive information.
• Ability to analyze processes and procedures and recommend improvements.

KW: Clinical Studies, budgeting, payment data, invoices, billing, analyst, finance, accounting.