



Chief Financial Officer

Position Number: CFO.0821

Cancer Research And Biostatistics (CRAB) is a non-profit organization whose purpose is to help conquer cancer and other diseases through the application of biostatistical principles and data management methods.

Position Summary:

The Chief Financial Officer (CFO) is the financial thought leader of CRAB's contract research management and administrative services, with an entrepreneurial spirit, a team player, and a passion for cancer research. Provides leadership in developing and executing strategies in support of the overall business and strategic plans. The CFO is responsible for the following departments: Finance, Human Resources, Compliance and Quality Assurance, Business Development, Grants and Contracts and Administrative Services. The CFO oversees the strategies, policies and procedures of each department assuring adherence to regulations, laws and guidance underlying the functions of each group. Reporting to the Chief Executive Officer (CEO), the CFO is a member of the Officers' executive leadership team.

Primary Duties and Responsibilities:

- Finance:
 - Responsible for and oversight of work and adherence to requirements of complex funding sources consisting of 40-60 revenue sources including new long-term federal grants (10-20), contracts, and contributions
 - Ensures adherence to Generally Accepted Accounting Principles (GAAP), Federal Grant Regulations and Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards
 - Responsible and accountable for carrying out the requirements of the company's accounting systems, ensuring all payroll and costs are approved and allocated to the appropriate funding sources, invoices are generated correctly and payments are received and recognized
 - Reviews and approves all grant and contract submissions; monitors performance against budgets, recommends changes in effort or expense to meet contractual obligations
 - Performs the duties of Treasurer of the company and reports to, communicates with and supports the Board of Directors, and the Finance Committee of the Board
 - Contributes to the corporate strategic planning process, responsible for implementation of strategies specific to the CFO areas
 - Responsible for annual audit and financial reports included in Annual Report
 - Responsible for all federal tax returns (Form 990, Forms 5500, and Employment); State and Local Tax returns
 - Negotiates Facility and Administration rate
 - Responsible for and directs financial planning, budgeting and forecasting activities
 - Responsible for banking and investment relationships
 - Responsible for corporate insurance coverages
 - Supervises and evaluates the Director of Finance

- Human Resources:
 - Leads and guides Human Resources practices, policies and procedures for the organization ensuring adherence to federal, state and local employment laws and guidelines
 - Leads the hiring, performance development, and compensation practices for the organization
 - Develops, maintains and monitors costs for all benefits for employees
 - Supervises and evaluates the Human Resources Manager
- Compliance and Quality Assurance (Comp/QA):
 - Responsible for Company's adherence to regulations governing the activities at the organization including but not limited to Good Clinical Practices, 21CFR part 11, Protection of Human Subjects, Professional Conduct (Conflict of Interest, Fraud), GDPR, and regulations specific to our collaborators such as HIPAA
 - Leads and guides the Quality Management System
 - Interfaces with leadership, management and Board of Directors regarding Compliance
 - Oversees the Professional Conduct Committee
 - Responsible for inspections, compliance, and all regulatory submissions for organization
 - Supervises and evaluates the Director of Quality Compliance
- Business Development:
 - Responsible for the implementation of CRAB's business development strategy
 - Supports new business relationships to achieve CRAB's strategic directives by achieving organizational revenue goals
 - With CRAB's CEO, COO, and Director of Business Development, manages the negotiation and execution of confidentiality agreements, research and service agreements, collaborative agreements and other contracts
 - Provides management oversight on all contracting activity from start to full execution across the business portfolio while ensuring compliance to policy
 - Interfaces with CRAB's Finance department throughout the customer procurement lifecycle
 - Directs and contributes to the preparation and submission of budget proposals for contracts
 - Supervises and evaluates the Director of Business Development
- Administrative Services (AS)
 - Directs and coordinates the AS team in support of business and projects objectives
 - Oversees AS program while managing the organization's physical facility and administrative shared resource
 - Develops strategic and operational plans for managing execution and measuring results
 - Develops resource plans and schedules for the team including utilization, capacity and capabilities
 - Oversees services to meet the requirements of the organization as defined by the CEO and other Officers, including direction of project priorities, goals and objectives
 - Supervises and evaluates the AS Manager

Required Qualifications:

- Master's degree in Business Administration (MBA), Certified Public Accountant (CPA) or equivalent advanced degree

- Must have at least ten years of progressive responsibility in a leadership capacity with oversight of accounting and finance
- Financial leader with a substantial record of contract research management and administrative achievement, a thought leader with an entrepreneurial spirit, and a passion for cancer research
- Demonstrated experience and leadership in research; academic, non-profit or industry setting

Desired Knowledge, Skills and Abilities:

- Experience in human resources, quality assurance/compliance, business development, and company administration strongly preferred
- Proven experience with government funding sources and reimbursements
- Comprehensive understanding of nonprofit accounting
- Excellent analytical, problem solving, computer, verbal and written communication skills
- Excellent interpersonal skills and commitment to communication and culture
- High degree of professionalism and integrity
- Experience in a life sciences company, healthcare institute or clinical research services organization
- Demonstrated ability to be effective in a mission-driven, not for profit environment
- Excellent ability to understand multi-year grants and make complex decision on staffing levels
- Superior knowledge of compensation planning and payroll processing
- Ability to take initiative, prioritize and meet deadlines in a timely manner
- Cancer research background helpful
- Spanish language skills a plus

This is a full-time position and is Exempt from state and federal overtime regulations. Employment authorization is required. Travel/relocation expenses will not be provided for this position. CRAB is an Equal Opportunity Employer.

In your cover letter, describe how your skills and experience match the qualifications for the position.

To apply, submit resume and cover letter with position number via mail, fax or email to:

Cancer Research And Biostatistics
 Attn: Hiring Coordinator
 1505 Westlake Ave N, Suite 750
 Seattle, WA 98109-6244
 Fax: (206) 342-1689
crabjobs@crab.org

Posting Date: August 5, 2021

Closing Date: Open until filled