



APPLY ONLINE

Position Summary

Senior Director CIBMTR Finance and Business Operations

Purpose

Under the direction of the Center for International Blood and Marrow Transplant Research (CIBMTR) Administrator and with the broadest span of control, provides daily management of CIBMTR financial and business operations to support the strategic initiatives of the center. Provide direction and guidance to the Senior Business Manager(s), Financial Analysts Grant Coordinators and Director of Advancement to facilitate the achievement of CIBMTR business objectives and goals.

Primary Functions

- Interacts with various MCW institutional personnel regarding financial issues and analysis; including but not limited to budgeting, opportunity/risk analysis, volume analysis, financial forecasting, and establishing new strategic investment funding.
- Oversees the management and preparation of the annual operating budgets and all reporting surrounding such budget. Works with department administrators (secondary funding), and CIBMTR functional directors in developing their budget needs.
- Under the direction and oversight of the CIBMTR Administrator, supports business functions of the CIBMTR, including HR and administrative activities, procurement of supplies and services, and facilities maintenance.
- Monitors CIBMTR Advancement activities and annual Tandem meeting financial performance.
- Oversees the preparation of various budget analyses including financial key performance indicators and performance measurements utilizing volume statistics and decision support tools. Responds to financial analysis requests of senior management in a timely fashion and delegates responsibilities accordingly.
- Assist the Center Administrator with the preparation of business plans and analysis related to strategic initiatives.
- Ensures revenue and A/R are accurately stated in financial reports. Collaborates with finance team in revenue cycle operations on revenue cycle metrics and initiatives.
- Oversees the analysis and interpretation of monthly financial results (actual vs. budget analysis), identifying trends as well as opportunities and risks. Works with MCW budget office, department administrators, and other stakeholders to ensure that costs are accurately charged to appropriate areas so that information is accurately reflected in monthly financial and responsibility statements.
- Oversees the preparations of detailed information for CIBMTR senior scientific leadership and directors on a monthly, quarterly, or annual basis through various reporting mechanisms.
- Oversees all processes and procedures relating to financial reporting operations of CIBMTR, including but not limited to budgetary analyses, month end/year end close, financial data/volume data analysis & financial forecasting.
- Provide direction and support to the CIBMTR Advisory Committee on the financial strategy and planning of Bi-campus research activities.



- Lead/support budget development for large federal CIBMTR grants; lead, direct, oversee system/system submissions to National Institute of Health (NIH)/National Cancer Institute (NCI) and/or other federal agencies.
- Develop and maintain key reports for reporting performance against the budget, internal and external requirements to drive accountability and transparency. Prepare information and reports that forecast trends, analyze performance results, and address financial concerns.

Knowledge – Skills – Abilities

Knowledge of financial, technical, business, consultation, project management, and cultural awareness. Customer focus, building trust, communication, critical thinking, and influencing skills.

Organizational Structure

Building: Clinical Cancer Center

Department: CIBMTR (Center for International Blood and Marrow Research)

Division: CIBMTR (Center for International Blood and Marrow Research)

Reports to (Title): CIBMTR Administrator

Direct Reports (Titles): Sr Business Manager(s), Financial Analyst, Director of Advancement

Collaborates with (Titles): CIBMTR Senior Leadership, Corporate Office Director, Operational Directors, MCW Finance, MCW Grants and Contracts, NMDP Finance

Specifications

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

Minimum Required Education: Bachelor's Degree

Minimum Required Experience: 10 Years

Preferred Education: MBA preferred

Preferred Experience:

Field: Business Administration, Health Care Administration, Finance

Certification: CITI training required within 90 days of hire



Classification

Grade Name	22
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	
Job Name	Director
Position Category	Professional Services (PS)

Job Scope

- Complexity – HR completes this section.*
- Impact – HR completes this section.*
- Autonomy – HR completes this section.*
- Communication – HR completes this section.*
- Responsibility – HR completes this section.*
- Confidentiality – HR completes this section.*
- Leadership – HR completes this section.*

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 (MCW) is an Equal Opportunity Employer. We are committed to fostering a diverse community of outstanding faculty, staff, and students, as well as ensuring equal educational opportunity, employment, and access to services, programs, and activities, without regard to an individual's race, color, national origin, religion, age, disability, sex, gender identity/expression, sexual orientation, marital status, pregnancy, predisposing genetic characteristic, or military status. Employees, students, applicants, or other members of the MCW community (including but not limited to vendors, visitors, and guests) may not be subjected to harassment that is prohibited by law or treated adversely or retaliated against based upon a protected characteristic.

Diversity and Inclusion

The Medical College of Wisconsin (MCW) is committed to creating an inclusive and welcoming workplace that includes individuals with diverse backgrounds and experiences. We believe that embracing human differences is critical to realize our vision of a healthier world, and we recognize that a healthy and thriving community starts from within. We strive to integrate our human and social differences into MCW's functioning, strategies and culture to create a diverse and equitable workplace. If you believe embracing individuality and working together makes us stronger, then MCW is the place for you. People of color, women, LGBTQIA+, veterans and persons with disabilities are encouraged to apply.

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.