

Project Finance Analyst

Memphis, TN / On-Site (US)

About MLM Medical Labs

MLM Medical Labs is a leading specialty and central laboratory with comprehensive research services and diagnostic capabilities in Europe and North America. Offering standard and fully customizable analytical and logistics services across a variety of therapeutic areas, we add value at every stage of the drug development process, from nonclinical and preclinical through phase IV clinical trials.

The international team of over 150 highly skilled and experienced persons supports between 190 and 210 clinical trials, phase I–IV, at any given time. With our labs located in and Minneapolis MN, Memphis TN, USA and Mönchengladbach, Germany we work on transcontinental projects, hand in hand with our colleagues worldwide

This position

We are looking for a **Project Finance Analyst (full time)** to work in our office in Memphis TN (US).

As a part of the Finance Team at MLM, the Project Finance Analyst will perform project related accounting and finance tasks to promote the financial health of the organization. The ideal candidate must be highly detailed, organized, and comfortable working in a fast-paced environment and be able to quickly understand and support the Company's business objectives with sound and ethical judgment.

Your responsibilities

- Determine the appropriate approach to recognize revenue and to invoice the customer based on the projects' contract and submit to management for review & approval.
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- Monitor project performance and compare against project budgets using tools (i.e., Excel based budget trackers) and databases (i.e., TeamWorks time tracking software).
- Correctly calculate project revenue to be recorded monthly and create accurate and timely invoices and supporting schedules; submit to management pursuant to the monthly close timeline.
- Routinely meet with project managers to review the financial progress and status of projects; communicate variances from the project plan and provide recommendations to improve financial performance (e.g., change orders) as appropriate.
- Perform various financial planning and analysis activities related to customer projects.
- Communicate issues, errors, or anomalies in monthly contract billings effectively to project managers and management.
- Review list of open projects to ensure complete capture of monthly invoices and revenue.
- Ensure that new project contracts and/or change orders are received are recorded, tracked, and are invoiced properly.
- Issue accurate purchase orders to vendors in a timely manner for requested items pertaining to client projects and non-project goods and services.
- Monitor and track the status of open purchase orders issued, ensure goods received are accounted for properly and invoiced timely to clients.
- Work with various departments to resolve issues related to billing and procurement.
- Perform other related activities requested by the Finance Director

Required Qualifications

- BS or BA degree in Finance or Accounting
- Previous experience as a Project Analyst, Specialist or Controller, in Financial Planning & Analysis, or in a similar role.
- General knowledge of US GAAP and revenue recognition.
- General knowledge of financial planning and analysis.
- Excellent knowledge of MS Office (particularly Excel) and ER software (QuickBooks or other)
- Results-driven and patient
- Comfortable dealing with large volumes of data and the processing of financial information.
- High attention to detail, strong organizational, project management and multitasking skills.
- Ability to independently set one's own work priorities and to meet required deadlines.