

**Company:**

Capricor Therapeutics, Inc. (NASDAQ: CAPR) is a cutting-edge biotech company focused on the discovery and development of novel therapies for the treatment of rare diseases. Capricor's lead product candidate, allogeneic Cardiosphere-Derived Cells (CDCs), known as CAP-1002, is being investigated as a treatment for Duchenne muscular dystrophy. In addition, the Company is conducting research and development on its exosomes platform technology for cardiac diseases and other potential inflammatory indications. Capricor offers exciting opportunities to join our expanding team. Capricor provides competitive compensation and benefits packages.

**Position:**

Financial Analyst, Clinical Operations

**Job Description:**

This position is immediately available to support our corporate finance, accounting and clinical operations teams. Capricor seeks an independent, organized, self-motivated individual with demonstrated attention to detail, organizational skills and familiarity with grants management and clinical trials. The successful candidate will be responsible for supporting Finance in the management of grant awards and clinical operations.

**Responsibilities:**

- Provide financial oversight to the clinical operations which include, but are not limited to, general financial analysis, planning, and budgeting performance improvement
- Assistance with grant application submission including completion of administrative sections of grant applications, grant budgets, and other sections adhering to agency formant and requirements
- Monitoring department budget to actual tracking including financial planning and analysis
- Management of multiple federal and state grant awards
- Creation and review of grant progress and financial reports
- Monitoring post-award activities including budget to actual tracking
- Assisting with quarterly close accounting procedures including grant and timesheet reconciliation and expense accruals
- Reviewing all clinical operations invoices on a weekly basis
- Assisting the clinical operations team with review of new vendor budget proposals and contract negotiation
- Other duties as may be assigned

**Requirements:**

Candidates must have a minimum Bachelor's Degree in a related field, attention to detail, strong work ethic, good record keeping skills and follow-through. Must have demonstrable computer skills in Microsoft Word and Excel. Good oral and written communication skills. Must be comfortable working in a fast paced and dynamic environment. Must demonstrate initiative, independence, and leadership.

**Experience:**

Candidates with clinical trial operations and/or large pharma experience are strongly desirable.

Applicants should submit a cover letter and their CV to [careers@capricor.com](mailto:careers@capricor.com)