

## **Associate Calculations Manager - Government Pricing & Reporting**

Job ID: 00412695

**Job Function**  
Finance Services

**Schedule**  
Full-time

**Location**  
United States-California  
South San Francisco

**Job type**  
Regular Employee

**Company/Division**  
Pharmaceutical

**Job Level**  
Experienced

### **Who We Are**

At the Roche Group, about 80,000 people across 150 countries are pushing back the frontiers of healthcare. Working together, we've become one of the world's leading research-focused healthcare groups. A member of the Roche Group, Genentech has been at the forefront of the biotechnology industry for more than 30 years, using human genetic information to develop novel medicines for serious and life-threatening diseases. The headquarters for Roche pharmaceutical operations in the United States, Genentech has multiple therapies on the market for cancer and other serious illnesses. Please take this opportunity to learn about Genentech, where we believe that our employees are our most important asset and are dedicated to remaining a great place to work.

### **The Position**

Associate Calculations Manager

Associate Calculations Managers support the calculation of complex government pricing calculations to determine government pricing in accordance with strict accuracy targets, timelines, laws, regulations and Government Pricing & Reporting's (GP) methodology. Associate Calculations Managers also support the peer review process and are responsible for supporting government contracting.

- Acts as a subject matter expert on government contracting, pricing, pricing calculations and reporting
- Participates in the development, education, communication, implementation and ongoing maintenance of Government Calculations Standard Operating Procedures (SOPs), systems, processes, data, reporting templates and the like. Supports development and maintenance of effective GP systems; including suggesting business requirements, potential enhancements and, when applicable, supporting testing processes for new or updated systems
- Creates and implements standard reports

- Supports development and implementation of Government Calculations-specific training; including conducting training for other staff members
- Responsible for ongoing and consistent adherence to all applicable laws, regulations, corporate and business unit standards Develops and cultivates professional relationships internally and externally
- Ensures proactive and regular communication with internal and external partners/stakeholders
- Administers federal government contracting; including IFF, VMI and FSS
- Performs assigned government calculations to ensure timely and accurate completion; including monthly and quarterly AMP, BP, ASP, NFAMP/FCP, PHS and state reporting
- As assigned, supports BP restatement processes
- Validates accuracy of calculations for appropriate government pricing
- Enters relevant data and information into respective departmental/company systems and databases
- Ensures pricing calculations are routed through to appropriate stakeholders and partners for further review, approval and processing
- Collaborates with Finance and others to reconcile monthly direct sales following prescribed guidelines and timelines; ensuring that any data integrity issues are resolved prior to beginning government pricing calculations
- Prepares and delivers monthly/quarterly data submissions to various internal and external parties, such as government agencies, to meet all compliance and reporting requirements
- Prepares, obtains approval for and ultimately publishes various departmental scorecard reports, customer business review reports, various compliance and other ad hoc reports
- Responds to questions/inquiries regarding assigned government programs and payers
- Reviews the work of less experienced staff members and coaches them on how to administer government contracts, perform and validate government calculations; including explaining SOPs and other requirements
- Supports internal and external audits
- May train and educate others outside of the department in departmental systems, processes, data, reports and the like
- Complies with all laws, regulations and policies that govern the conduct of GNE activities

## Who You Are

- Bachelors Degree (general business, finance, or public policy disciplines are preferred)
- 2 or more years' government price reporting, contract administration or other related government payer/program administration experience in the pharmaceutical/biotechnology or related industry
- Demonstrable knowledge of the different state and federal government agencies that purchase pharmaceutical/biotechnology or related industry products
- Demonstrable knowledge of the current policies and guidelines that affect government programs, pricing and payment adjustments (e.g., Medicare and Medicaid)
- Demonstrable knowledge of systems and reporting mechanisms that support contract administration particular to the pharmaceutical/biotechnology or related industry
- Must demonstrate a high level of proficiency with Microsoft Access, Excel, and Word
- Proven skills/track record in writing departmental SOPs and training others in their use of SOPs
- Previous experience in other functions within the pharmaceutical, biotechnology or related industry is a plus, e.g., product marketing, managed care marketing, field

sales, field account management, market planning, strategic planning, market research, market or sales analytics, customer finance, legal, customer service & operations, etc.

- Proven track record of meeting or exceeding objectives and goals
- Business travel, by air or car, is required for regular internal and external business meetings

Genentech is an Equal Opportunity Employer.