



JOB DESCRIPTION

About CareDx

CareDx, Inc., headquartered in Brisbane, California, is a global molecular diagnostics company focused on the discovery, development and commercialization of clinically differentiated, high-value diagnostic solutions for transplant patients. CareDx offers AlloMap®, a gene expression test that aids clinicians in identifying heart transplant patients with stable graft function who have a low probability of moderate to severe acute cellular rejection. CareDx is developing additional products for transplant monitoring using a variety of technologies, including AlloSure®, a proprietary next-generation sequencing-based test to detect donor-derived cell-free DNA after transplantation.

CareDx, with its presence through Olerup, also develops, manufactures, markets and sells high quality products that increase the chance of successful transplants by facilitating a better match between a donor and a recipient of stem cells and organs. Olerup SSP® is a set of HLA typing used prior to hematopoietic stem cell/bone marrow transplantation and organ transplantation. XM-ONE® is the first standardized test that quickly identifies a patient's antigens against HLA Class I, Class II or antibodies against a donor's endothelium. For more information, please visit: www.CareDx.com.

I. Specifications

Title:	Financial Analyst
Manager:	Manager, FP&A
FLSA:	Exempt
Classification:	Regular Full Time
Department:	G*A
Location:	Brisbane, CA
Management:	N/A

II. General Description

The Financial Analyst provides financial and decision support to the Executive Team, including financial analysis of revenues, operations, productivity, and costs with a focus on providing direction and identifying opportunities to drive the profitability of the business. This role will focus primarily on the revenue, specifically performing analysis and reporting on billing, reimbursement, customers/payers and cash collection, but will be expected to understand & support Lab Operations, Research & Development, and General & Administrative functions as well. The successful candidate will be very skilled with Excel and feel comfortable with navigating the Income Statement, Balance Sheet & Statement of Cash Flows.

The position reports to the Manager, Financial Planning & Analysis (FP&A). The FP&A department acts as the analytical engine of the company to provide insights and support 'optimal' business decision making. As a member of the finance team at a \$40 million and growing public company, you will also be involved in other aspects of finance department activities as time permits.

Responsibilities are as follows, but not necessarily limited to:

- Develop and produce analysis and reports of key revenue cycle metrics – billing, reimbursement, cash collection, customers, etc
- Budgeting, forecasting, reporting, and analysis of sales trends and variances for operations.
- Conduct variance analysis, outlining cause of change versus budget, forecast, and prior year, highlighting risks and opportunities.
- Publish and analyze weekly and monthly Key Performance Indicators, emphasizing best practices and performance gaps.
- Participate in the development of periodic forecasts and annual plans related to operations.
- Produce & distribute weekly, quarterly & monthly sales & expense reports.
- Analyze, compile, calculate, audit, and verify information and data for use in financial reports.
- Perform technical analyses to determine present and forecast future financial performance.
- Gather, analyze, prepare, and summarize recommendations for financial plans, trended future requirements, operating forecasts, etc.
- The ideal candidate will feel comfortable working with large datasets and well versed in methods for analysis of disparate data

III. Qualifications

- Bachelor's Degree; MBA preferred
- 3+ years experience in Financial Planning and Analysis or related field
- Experience in medical or diagnostics or biotechnology preferred
- Comfortable in small company, entrepreneurial environment
- Advanced Microsoft Excel and PowerPoint skills.
- Highest standards of accuracy and precision; highly organized.
- Articulate with excellent verbal and written communication skills
- Ability to think creatively, highly-driven and self-motivated
- Ability to manage multiple project timelines
- Demonstrated ability to roll-up sleeves and work with team members in a hands-on management capacity

IV. Work Environment

This is an onsite position at CareDx in Brisbane CA. Travel is not a primary aspect of this position although travel may be requested from time to time. An employee in this position may work in an environment, or visits facilities, in which safety, environmental and health concerns may

demand constant attention. Adherence to the Corporate and/or Plant policies, rules, and regulations in these areas is required.

V. **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands and fingers, handle or feel, and talk or hear. The employee frequently is required to sit, stand and walk. There will be periods of time during the workday where you will be sitting for 3-4 hours in a row. Require regular use of hands to operate office equipment and type on the keyboard. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.