



Job Code: 5244

Grade: 21

HCWR: N

Job Title

Financial Analyst

Department

Health Plan Services

This position is exempt from Career Service under the CCH Personnel Rules.

Job Summary

The Financial Analyst assists with the preparation and administration of the Health Plan Services financial statements, annual budget, reporting and analysis. Calculates baseline and trend metrics, i.e., per member per month (PMPM) and utilization per 1,000 for targeted lines of business, geographies and segments. Analyzes memberships, revenue and cost trends; makes recommendations to improve process. Works with Information Technology (IT) and data warehouse to develop and design data sets and reports. Assists in the development and reporting of performance measures, benchmarking and surveying, research of programs, special tasks and projects. Prepares and tracks invoices and payments. May perform other duties as assigned.

Typical Duties

- Assists with the preparation and administration of the Health Plan Services financial statements, annual budget, reporting and analysis.
- Prepares analysis of utilization and financial trends, costs, revenues, financial commitments and obligations incurred to predict future revenues and expenses
- Prepares the development of memberships projections and medical expense forecast and budget; monitors monthly variances to identify trends
- Performs reconciliations of large data sets from internal and external sources such as reconciling enrollment to reimbursement files
- Calculates baseline and trend metrics, i.e., PMPM and utilization per 1,000 for targeted lines of business, geographies and segments
- Analyzes memberships, revenue and cost trends; makes recommendations to improve processes
- Works with Information Technology (IT) and data warehouse to develop and design data sets and reports
- Develops presentations and provides briefings to key stakeholders including senior management
- Assists in the development and reporting of performance measures, benchmarking and surveying, research of programs, special tasks and projects
- Prepares and tracks invoices and payments
- May perform other duties as assigned

Minimum Qualifications

- Bachelor's Degree from an accredited college or university with two (2) years of full-time paid work experience in finance or data analysis



Preferred Qualifications

- Bachelor's degree or higher in Finance, Economics or related quantitative field from an accredited college or university with full-time paid work experience in finance or data analysis in a hospital, healthcare or managed care organization
- Knowledge and proficiency with SQL

Knowledge, Skills, Abilities and Other Characteristics

- Knowledge of fiscal impact, statistical and financial analysis techniques for managed care organizations including utilization/1,000, PMPM and cost averages
- Knowledge of business, finance and budgeting practices and legal requirements
- Proficiency using Microsoft Office Suite including complex formulas in Microsoft Excel such as V-Lookups and Pivot Tables
- Excellent verbal and written communication skills necessary to communicate with all levels of staff and a patient population composed of diverse cultures and age groups
- Demonstrate attention to detail, accuracy and precision
- Ability to analyze and reconcile large data sets
- Ability to quickly gain a thorough understanding of the business
- Ability to multi-task and meet deadlines in a fast paced and stressful environment
- Ability to adhere to department policies and standards utilizing best practices
- Ability to maintain a professional demeanor and composure when challenged
- Ability to function autonomously and as a team member in a multidisciplinary team

Physical and Environmental Demands

This position is functioning within a healthcare environment. The incumbent is responsible for adherence to all hospital and department specific safety requirements. This includes but is not limited to the following policies and procedures: complying with Personal Protective Equipment requirements, hand washing and sanitizing practices, complying with department specific engineering and work practice controls and any other work area safety precautions as specified by hospital wide policy and departmental procedures.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the personnel so classified.

For purposes of the American with Disabilities Act, "Typical Duties" are essential job functions.