

Human Resources
750 S. Wolcott
Room: G-50
Chicago, IL 60612



Job Code: 6447
Grade: 22
FLSA: Exempt

Standard Job Description

Job Title
Senior Financial Analyst

Department
Managed Care-CountyCare

Job Summary

Under the direction of the Director of Finance or designee, assists with the preparation and administration of the CountyCare Health Plan financial statements, annual budget, reporting and analysis. Applies analytical concepts and tools to enhance understanding of membership, utilization, cost and revenue trends across networks and products including utilization per 1,000, per member per month (PMPM) and cost averaging. Provides analyses that support all areas of the business such as pricing, claims reconciliation, eligibility and revenue reconciliation, financial operations reporting, provider network analysis and fee schedule pricing. Relates analytical findings to business questions and objectives, including integrating information from multiple sources, discern implications for future analysis and identify opportunities for enhancing the integrity of data results. Reviews government reforms, budgetary and legislative changes to determine impact on CountyCare Health Plan. Acts as a subject matter expert for internal and external stakeholders. May perform other duties as assigned.

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

Typical Duties

- Oversees work product of Financial Analysts
- Acts as a subject matter expert for internal and external stakeholders
- Assists with the preparation and administration of the CountyCare Health Plan financial statements, annual budget, reporting and analysis.
- Applies analytical concepts and tools to enhance understanding of membership, utilization, cost and revenue trends across networks and products including utilization per 1,000, PMPM and cost averaging
- Understands and regularly monitors cost and revenue trends for risk-bearing organizations, including hospitals and provider groups; creates and updates financial reports
- Provides analyses that support all areas of the business such as pricing, claims reconciliation, eligibility and revenue reconciliation, financial operations reporting, provider network analysis and fee schedule pricing
- Reviews government reforms, budgetary and legislative changes to determine impact on CountyCare Health Plan
- Prepares the development of membership projections and medical expense forecast and budget; monitors monthly variances to identify trends in managed care organizations
- Performs reconciliations of large data sets from internal and external sources such as reconciling enrollment to reimbursement files
- Works with Information Technology (IT) and data warehouse to develop and design data sets and reports

Typical Duties continued

- Relates analytical findings to business questions and objectives, including integrating information from multiple sources, discern implications for future analysis and identify opportunities for enhancing the integrity of data results
- Prepares presentation materials and maintains related databases and spreadsheets to capture key data utilized for research and analysis using V-Lookups and Pivot Tables
- Provides briefings to key stakeholders including senior management
- May perform other duties as assigned

Reporting Relationships

Reports to the Director of Finance

Minimum Qualifications

Bachelor's Degree from an accredited college or university with five (5) years of full-time paid work experience as a Financial Analyst or similar role in a hospital, healthcare or managed care organization

OR

Master's Degree in Finance, Economics or related quantitative field from an accredited college or university with three (3) years of full-time paid work experience as a Financial Analyst or similar role in a hospital, healthcare or managed care organization

Preferred Qualifications

- 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 medical claims and membership data from Commercial, Medicaid or Medicare organizations
- Knowledge of business, finance and budgeting practices and legal requirements
- Proficiency using Microsoft Office Suite including complex formulas 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
- Excellent program development, management, and leadership skills
- Demonstrate analytical and organizational, problem-solving, critical thinking, and conflict management/resolution skills
- Demonstrate attention to detail, accuracy and precision
- Ability to analyze and reconcile large data sets
- Ability to manage projects and lead teams
- 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.

Approval:  11/18/16
Aaron Galeener
Director of Finance
Date

Approval: _____
Gladys Lopez
Chief of Human Resources
Date