



Job Code: 6447

Grade: 22

HCWR: N

Job Title

Senior Financial Analyst

Department

Finance

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

Job Summary

The Senior Financial Analyst utilizes advanced financial analysis knowledge and skills and provides lead assistance with analyzing data relevant to Accounts Payable, General Ledger, and Expenditure Control under direction of the Senior Director of Finance. Analyzes requests from Cook County Health (CCH) departments/divisions and makes recommendations on proposed spending levels. Develops presentations and provides briefings to key stakeholders including division chairs, senior leadership, and the CCHHS Board of Directors. Provides primary assistance in the development and reporting of: performance measures, status of capital projects, benchmarking and surveying, program research, and department wide projects. Conducts fiscal impact analysis, analyzes financial and statistical data, prepares reports and makes recommendations. Monitors implementation of budget and provides guidance on budget process to assigned areas. Ensures data analysis activities are conducted in accordance with the CCH strategic plan and mission.

Typical Duties

- Oversees work product of Financial Analysts; acts as a subject matter expert not only for financial analysts but also department heads; serves as primary information resource providing internal and external staff with guidance throughout the budget implementation process.
- Leads and acts as a liaison and with departments and vendors on behalf of Accounts Payable in answering questions and resolving problems.
- Provides lead assistance with the preparation of financial reports, spreadsheets and analysis on Accounts Payable from Oracle EBS, JD Edwards, and Lawson Accounts Payable modules; helps facilitate department process improvements.
- Develops and maintains related databases and spreadsheets to capture key data utilized for research and analysis.
- Analyzes data and evaluates results to determine best solution and solve internal financial weaknesses.
- Prepares presentation materials to brief key stakeholders.
- Conducts research and analysis related to governmental organization finances including the collection of data, benchmarks, best practices, and process improvements of current and proposed programs/operations.
- Conducts highly complex fiscal impact analysis; analyzes financial and statistical data to prepare reports/recommendations.
- Develops constructive and cooperative relationships with internal departments and external agencies.
- Remains current with applicable federal, state, and local laws.
- Performs other duties as assigned.



Minimum Qualifications

- Bachelor's Degree from an accredited college or university with five (5) years full-time paid work experience as a Financial Analyst or similar role within a hospital or healthcare organization
- OR
- Master's Degree in Finance, Accounting or Business Administration from an accredited college or university with three (3) years full-time paid work experience as a Financial Analyst, Certified Public Accountant or similar role within a hospital or healthcare organization

Preferred Qualifications

- NA

Knowledge, Skills, Abilities and Other Characteristics

- Thorough knowledge of fiscal impact, statistical and financial analysis techniques; subject matter expert
- Highly skilled in policy analysis and evaluation of programs related to funding priorities
- 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
- Ability to analyze and reconcile large data sets
- Ability to work independently with a high degree of accuracy and attention to detail
- Ability to manage projects and lead teams
- Ability to use Microsoft Office applications Access, Excel, PowerPoint, and Word

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.