

JOB DESCRIPTION

Job Title: Financial Analyst

Classification: Exempt

Reports To: CFO

Summary/Objective: The Financial Analyst provides administrative support in financial, operational, and new business opportunities for the Corporation. The Analyst prepares and distributes weekly, monthly, and quarterly financial analysis schedules and reports to leadership and providers. The Analyst also assists with budget preparation, consolidation and forecasting.

Essential Functions:

1. Assists CFO in preparation of key financial reports, including but not limited to service line profit & loss statements, provider dashboards, surgery center procedure analysis, and reports for annual surveys and regulatory agencies.
2. Provides specialized analysis on new service lines or new procedures to assist leadership in decision making.
3. Assists Administration in operational data analysis to improve efficiency and flow in the clinics and surgery center.
4. Assists CFO in the development of Pro Forma analysis and Business Plans for new equipment, service lines, joint-ventures, etc. as needed.
5. Provides support to department managers, administration, and providers as directed by CFO.
6. Cross-trains and supports the Accounting Department and Materials Department staff as needed.
7. Conducts self in accordance with current OOA employee handbook and policies and procedures.
8. Maintains confidentiality of all financial and operational information.
9. Completes required annual training; HIPAA and all other as assigned.
10. Maintains a clean and safe work area.

Competencies:

1. Excellent computer/software knowledge including but not limited to excel, document management software, Electronic Medical Record, Practice Management software, word processing software.
2. Knowledge of Accounting principles and methods, including goal setting, program and budget development and implementation.
3. Knowledge of applicable local, state, and federal laws, rules, and regulations.
4. Knowledge of database and accounting computer application systems to supply the most accurate financial information.
5. Knowledge of business intelligence (BI) tools and database infrastructure required to support a business intelligence tool.

6. Interpersonal/human relations skills; promotes a professional and positive work environment and works well with other staff.
7. Demonstrates strong organizational and critical thinking skills.
8. Demonstrates strong written and oral communication skills.
9. Demonstrates ability to exercise judgment and creativity in making decisions.
10. Ability to analyze situations, identify problems, implement solutions, and evaluate outcomes.

Supervisory Responsibility:

N/A

Work Environment:

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Required Education and Experience:

1. 3-5 years' experience with financial reporting and analysis responsibilities.

Preferred Education and Experience:

1. Healthcare experience strongly preferred.

Physical Demands:

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; and taste or smell. The employee must occasionally lift or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Position Type/Expected Hours of Work:

This is a full-time position. This position routinely works during normal business hours with some extended days for meetings.

Travel:

N/A