



FINANCIAL ANALYTICS MANAGER

Position Status: Exempt
Reports To: Provider Payment Director
Effective Date: 08/17/15
Revised Date: 06/02/21
Job Level: M2

POSITION SUMMARY

Under administrative direction, this position:

1. Manages and leads the development of data submissions to both the State and local customers and provides insight related to the design and development of reports and modeling utilized by the Alliance in decision making, including automation, timeliness, and reporting accuracy
2. Provides management oversight and guidance related to the financial analytics function, acts as a subject matter expert, and provides guidance on departmental operations
3. Utilizes the Data Mart and SQL to develop financial analysis and reporting, while overseeing the compilation of the Medi-Cal Rate Development Template and submission to the State
4. Manages, supervises, mentors and trains assigned staff
5. Performs other duties as assigned

RESPONSIBILITIES

1. Manages and leads the development of data submissions to both the State and local customers and provides insight to the design and development of reports and modeling utilized by the Alliance in decision making, including automation, timeliness, and reporting accuracy, with duties including but not limited to:
 - Assisting the Provider Payment Director with development, implementation, and monitoring of internal financial controls to safeguard the financial assets of the organization
 - Researching and analyzing trends by lines of business, category of aid, category of service, pass through revenue/costs, pass through dollars to inpatient facilities, and reviewing, understanding, and applying State amendments
 - Managing the development of financial modeling to facilitate forecasts of revenue and expenses
 - Conducting cost/benefit studies related to administrative and medical costs, utilizing trends and historical data
 - Supporting month- and year-end financial results through analysis, reporting, communication of results, and providing insight to the Alliance leadership team
 - Collaborating with other Finance management to ensure accuracy of department work related to State mandated reporting requirements
2. Provides management oversight and guidance related to the financial analytics function, acts as a subject matter expert, and provides guidance on departmental operations, with duties including but not limited to:
 - Conducting complex research and analysis related to provider payment and financial analytics strategies

- Acting as a content expert for all information, reporting, and modeling developed by Analysts, as well as providing expertise and insights around system tools/platforms, analysis development, and presentation of findings by Analysts
 - Providing day-to-day consultation to business users and participating in and contributing to cross-functional project teams
 - Drafting, recommending, and implementing administrative policies and procedures related to Provider Payment Department operations
 - Ensuring compliance with department policies and procedures and internal and external regulations
 - Overseeing the preparation and maintenance of records, reports, and related documents
 - Attending and participating in internal and external meetings related to Provider Payment Department activities
 - Leading contract modeling and repricing of claims and serving as a subject matter expert in medical cost
 - Leading the monitoring and development of the medical expense budget based on utilization and cost, performing forecasting for revenue, membership and medical cost, and reforecasting annual medical cost
 - Monitoring the unit budget and project budgets and assisting the Provider Payment Director with budget development, purchasing, and invoice approvals
 - Developing and evaluating RFPs, participating in vendor selection and contract development, and monitoring and evaluating the work of selected vendors
 - Providing updates to Alliance leadership, making presentations, supporting and training end users, and developing related materials
 - Staying informed of current best practices and new developments in the field and ensuring staff does the same
 - Monitoring legislative and legal changes related to Alliance functions and ensuring compliance with same
 - Providing support to the Provider Payment Director and acting for the Director in the Director's absence, as assigned
3. Utilizes the Data Mart and SQL to develop financial analysis and reporting, while overseeing the compilation of the Medi-Cal Rate Development Template and submission to the State, with duties including but not limited to:
- Preparing State mandated reports, including Department of Health Care Services (DHCS) and Department of Managed Health Care (DMHC) quarterly and annual reports, for review by Finance management and submission to regulatory agencies
 - Managing data gathered for the Medi-Cal Rate Development Template, as well as compiling and validating the Medi-Cal Rate Development Template before submission to the State
 - Utilizing business intelligence tools and financial applications to facilitate analysis of reports
 - Performing strategic data analysis/data mining and research to support business development, strategic planning, and KPI performance improvement
 - Conducting data mining and analytics primarily for Finance, including Incurred But Not Reported (IBNR) estimates, and partnering with the Alliance Actuary in the production of IBNR medical cost expense related accruals for the Accounting team
 - Supporting reporting and analytics projects prioritization and planning and conducting due diligence concerning business implications of planned solutions

- Identifying reporting and analytics improvement opportunities
 - Representing the Finance Department on data warehouse design and construction projects
 - Reviewing department revenue reconciliation, accounting, and rate sheet validations
 - Establishing and promoting effective communication with internal customers
 - Providing proactive consultative strategic solutions to customers
 - Assisting in regulatory and independent financial audits
4. Manages, supervises, mentors and trains assigned staff, with duties including but not limited to:
- Managing and supervising staff, setting goals and objectives, delegating and assigning work
 - Providing mentoring, coaching, and development and growth opportunities to staff
 - Identifying training gaps and opportunities for improved performance
 - Training staff on DataMart utilization and SQL development related to financial reporting
 - Interviewing and participating in the selection of staff in conjunction with the Provider Payment Director
 - Evaluating employee performance, providing feedback to staff, and coaching and counseling or disciplining staff when performance issues arise
 - Overseeing or conducting staff training, including the development and maintenance of training materials, in conjunction with the Training and Development team
5. Performs other duties as assigned

EDUCATION AND EXPERIENCE

- Bachelor's degree in Computer Science, Accounting or Finance and a minimum of six years of experience performing financial and cost analysis, including a minimum of two years of experience in a managed care environment, and some lead or supervisory experience; (a Master's degree may substitute for two years of the required experience); or an equivalent combination of education and experience may be qualifying

KNOWLEDGE, SKILLS, AND ABILITIES

- Thorough knowledge of research, medical cost analysis and reporting methods
- Thorough knowledge of healthcare industry specific terms and healthcare related data types and structures, including member, claims, clinical and provider data
- Thorough knowledge of Current Procedural Terminology (CPT) and Healthcare Common Procedure Coding System (HCPCS)
- Thorough knowledge of quantitative data analysis methodologies and analytical tools related to reporting medical cost analysis
- Thorough knowledge of general health service research, healthcare analytics and analysis, outcomes reporting/analytics and program outcomes evaluation
- Thorough knowledge of data warehouse, data mart, and dimensional data modeling technologies
- Thorough knowledge of the methods and techniques of large data set development
- Thorough knowledge of data modeling techniques, the use of SQL for data mining and analysis, and data visualization tools, such as Tableau
- Thorough knowledge of statistical software, such as SAS/R/Python

- Thorough knowledge of healthcare industry and healthcare information standards such as HL7, LOINC, FHIR, ICD 9/10 and CPT codes, industry standard groupers, such as ETGs, DRGs, and DCGs
- Thorough knowledge of EDW and data dictionary, including an understanding of the methods of searching for tables and fields
- Working knowledge of the principles and practices of managed care
- Working knowledge of healthcare plan costing and forecasting
- Working knowledge of health plan medical trend and utilization cost analysis
- Working knowledge of financial analytical and complex abstract reasoning concepts
- Working knowledge of data functions within a managed care organization
- Working knowledge of the principles and practices of statistical analysis
- Working knowledge of the principles and practices of program and project management
- Working knowledge of the principles and practices of customer service
- Working knowledge of the basic principles of supervision and training
- Working knowledge of and proficiency with Windows based PC systems and Microsoft Word, Outlook, PowerPoint and Excel, including advanced spreadsheet applications
- Ability to train, mentor, supervise, and evaluate the work of staff, promote an atmosphere of teamwork and cooperation, and motivate staff to achieve goals and objectives
- Ability to organize and prioritize the work of others, delegate effectively, and follow up on work assignments
- Ability to act as a technical resource and explain regulations, processes, and programs related to area of assignment
- Ability to develop data-driven and outcome-based initiatives to improve business decision making and improve business processes
- Ability to develop work plans and workflows and organize and prioritize financial analytics activities
- Ability to manage the development and implementation of projects, systems, programs, policies and procedures
- Ability to manage multiple projects simultaneously, organize work, and achieve goals and timelines
- Ability to provide leadership and facilitate meetings
- Ability to identify issues, conduct research, gather and analyze information, reach logical and sound conclusions, and make recommendations for action
- Ability to perform technical and non-technical troubleshooting and diagnose and resolve complex problems, including problems that may have multiple variables and may not have obvious solutions
- Ability to collect, interpret, and evaluate data, detect patterns, brainstorm solutions, consider multiple factors when making decisions, and project consequences of recommendations
- Ability to effectively, clearly and independently document, summarize and resolve complex issues
- Ability to analyze and interpret legal, regulatory and contractual language, policies, procedures and guidelines, and legislative and regulatory directives
- Ability to analyze data and prepare narrative and statistical written reports, oral reports, correspondence, and other program documents
- Ability to develop recordkeeping systems and maintain organized and accurate records
- Ability to develop training materials, in conjunction with Training and Development staff, and

- conduct training
- Ability to provide input regarding budget development, perform budget monitoring, and assist with purchasing activities
- Ability to develop and evaluate RFPs, participate in contract development, and oversee the work of contracted vendors
- Ability to demonstrate flexibility and creativity, identify improvements to existing practices, and to effectively adapt to change
- Ability to work independently, adapt to or initiate change, and make decisions related to areas of functional responsibility
- Ability to assume responsibility and exercise sound financial judgment when making decisions in the absence of the Provider Payment Director
- Ability to demonstrate a collaborative management style, build rapport, and effectively manage internal and external business relationships
- Ability to translate data into understandable information and deliver solutions that improve business processes
- Ability to make presentations and adjust communication style in order to facilitate collaboration and understanding
- Ability to coordinate multiple stakeholder needs across departments
- Ability to foster effective working relationships, influence others, and build consensus with individuals at all levels in the organization

DESIRABLE QUALIFICATIONS

- Master's degree in a related field
- Working knowledge of Medicaid programs

WORK ENVIRONMENT

- Ability to sit in front of and operate a video display terminal for extended periods of time
- Ability to bend, lift and carry objects of varying size weighing up to 10 pounds
- Ability to travel to different locations in the course of work

This position description, and all content, is representative only and not exhaustive of the tasks that an employee may be required to perform. Employees are additionally held responsible to the Employee Handbook, the Alliance Standard Knowledge, Skills and Abilities and the Alliance Code of Conduct. The Alliance reserves the right to revise this position description at any time.