



SENIOR FINANCIAL DATA ANALYST

Position Status: Exempt
Reports To: Financial Analytics Manager
Effective Date: 03/12/20
Revised Date: 06/03/21
Job Level: P3

POSITION SUMMARY

Under direction, this position:

1. Leads the process of identifying and analyzing medical cost issues and challenges in order to develop solutions and recommendations, identifies analytics and medical cost improvement opportunities, and provides proactive, strategic consultative solutions that are actionable, accessible, and auditable
2. Performs the most complex analysis and project management related to areas such as medical cost and utilization and regulatory submissions
3. Provides subject matter expertise and assists with providing orientation, mentoring and training to subordinate financial data analysts
4. Performs other duties as assigned

DISTINGUISHING CHARACTERISTICS

The Senior Financial Data Analyst is the advanced working level classification in the series and is distinguished from the lower, full working level Financial Data Analyst by the former's responsibility for acting as a strategic consultant, greater degree of independence in the performance of complex analysis, thorough knowledge of medical cost analysis and regulatory submissions, and responsibility for assisting with orientation, mentoring and training of other analysts.

RESPONSIBILITIES

1. Leads the process of identifying and analyzing medical cost issues and challenges in order to develop solutions and recommendations, identifies analytics and medical cost improvement opportunities, and provides proactive, strategic consultative solutions that are actionable, accessible, and auditable, with duties including but not limited to:
 - Identifying business issues and challenges, forming hypotheses, planning and conducting interviews and whiteboard sessions, and performing reporting and analysis to synthesize conclusions, develop solutions, and make recommendations
 - Acting as a lead consultant in analytical project design and the performance of the most complex duties
 - Conducting analysis and providing strategic recommendations to leadership and customers related to improving health care cost, utilization, regulatory compliance, and data submissions
 - Performing strategic data analysis/data mining and research to support business development, strategic planning, and KPI performance improvement
 - Performing data mining and financial modeling, contract modeling and analysis utilizing large data sets related to financials, profitability and business strategy
 - Monitoring project progress toward objectives while minimizing exposure to risk
 - Identifying, reporting, and escalating issues and risks to management, as appropriate
 - Providing proactive consultative strategic solutions to customers

- Collaborating and partnering with management, project managers, analytics services, and other cross-functional alliance workgroups to develop, implement and manage a reporting/analytics portfolio and provide analytical solutions to complex problems
 - Managing stakeholder relations and communicating proactively with customers on project progress, including keeping customers updated and informed of any issues that may result in variations or delays
 - Gathering information regarding customer expectations in order to develop goals and meet expectations
 - Researching and recommending areas for improvement related to data quality and reporting
 - Collaborating with other analysts and manager and requesting review as needed to ensure reliability, integrity, and timeliness of end products
2. Performs the most complex analysis and project management related to areas such as medical cost and utilization and regulatory submissions, with duties including but not limited to:
- Leading discussions related to project scope, data source, and reporting metrics and format
 - Applying advanced data and industry knowledge to develop recommendations related to data governance and improve advanced analytical capabilities
 - Providing recommendations on the data source, analytical approach, and validation process
 - Using data mining and analytical tools to gather information and develop recommendations
 - Ensuring data integrity of all analytical tools and reporting
 - Obtaining data, directing and executing reporting and analysis, performing interpretations, developing options and conclusions, and preparing recommendations
 - Performing drill-down analysis to proactively identify specific variances in medical cost and utilization
 - Leading or supporting the translation of business requirements and unstructured business issues into analytic data problems
 - Conducting research studies that involve collecting data from various sources, analyzing, trending, and presenting the findings and making recommendations to management
 - Supporting regulatory reporting
 - Presenting findings to leadership and cross-functional groups
3. Provides subject matter expertise and assists with providing orientation, mentoring and training to subordinate financial data analysts, with duties including but not limited to:
- Providing orientation, training, and technical direction to Associate Financial Data Analysts and Financial Data Analysts
 - Coaching and mentoring project team members, providing guidance related to making sound judgment calls, and ensuring staff accountability for assigned work
 - Reviewing processes and procedures to identify needed improvements and providing recommendations to ensure continuous process improvement
 - Providing organizational-wide support and expertise in financial analysis and reporting
 - Staying informed of developments in the field of financial analytics
 - Assisting the Financial Analytics Manager with special projects, as assigned
4. Performs other duties as assigned

EDUCATION AND EXPERIENCE

- Bachelor's degree in Economics, Finance, Business, Healthcare Administration, Quantitative Analysis or a related field and a minimum of five years of financial analytics experience which included four years in a healthcare setting (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 general health service research, outcomes reporting/analytics and program outcomes evaluation
- Thorough knowledge of healthcare industry specific terms and healthcare related data types and structures, including member, claims, clinical and provider data
- Thorough knowledge of the methods and techniques of large data set development
- Thorough knowledge of quantitative data analysis methodologies and analytical tools related to reporting medical cost analysis
- Thorough knowledge of data modeling techniques and business analytical and data mining tools, including SQL, and data visualization tools, such as Tableau
- 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 data warehouse, data mart, and dimensional data modeling technologies
- Thorough knowledge of Enterprise Data Warehouse (EDW) and data dictionary, including an understanding of the methods of searching for tables and fields
- Thorough knowledge of and proficiency with Windows based PC systems and Microsoft Word, Outlook, PowerPoint, and Excel (including pivot tables), and report-generating software
- Thorough knowledge of descriptive statistical techniques and terminology
- Working knowledge of the principles and practices of project management
- Ability to collect, interpret, and evaluate data, detect patterns, brainstorm solutions, consider multiple factors when making decisions, and project consequences of recommendations
- Ability to develop data-driven and outcome-based initiatives to improve business decision making
- Ability to translate data into understandable information and deliver solutions that improve business processes
- Ability to create systems to monitor data errors
- 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 act as a technical resource, provide guidance related to area of assignment, and explain related regulations, processes, and programs
- Ability to assist with the orientation, training, and mentoring of other staff, as assigned
- Ability to lead project work teams and coach and mentor project team members
- Ability to write routine reports and provide analytical conclusions of data
- Ability to manage multiple projects simultaneously, organize work, ensure accuracy of data, maintain accurate records, and achieve goals and timelines
- Ability to interpret and apply rules, regulations, policies, procedures, and guides
- Ability to lead and facilitate meetings
- Ability to make presentations in a clear and understandable manner utilizing methods appropriate to various forums
- Ability to create effective and compelling charts and slide decks

- Ability to work collaboratively and productively with diverse project teams in order to achieve efficient and timely solutions
- Ability to partner with product managers, including leadership, managers, and stakeholders, and non-technical users to translate business questions into actionable reports and insights
- Ability to work collaboratively with individuals at all levels in a matrix organization while supporting multiple stakeholders
- Ability to demonstrate flexibility and creativity, identify improvements to existing practices, and to effectively adapt to change
- Ability to ensure confidentiality and privacy on all external communications
- Ability to work independently with minimal supervision and as a member of a team

DESIRABLE QUALIFICATIONS

- Thorough knowledge of managed care, Medicaid, industry specific terms, payment methods, and revenue cycle
- Working knowledge of ETL data integration process
- Working knowledge of statistical software, such as SAS/R/Python, and modeling techniques
- Working knowledge of provider analytics

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.