



JOB DESCRIPTION

Director of Financial Planning & Analysis

REPORTS TO: Chief Finance Officer

ROLE SUMMARY: The Director of Financial Planning and Analysis will be responsible for managing processes related to financial forecast, annual budgeting process and long range planning. The candidate will provide strategic support to senior management including board and financial presentations, analyzing results, and providing financial insight to support business decision making.

Role will support strategic initiatives. Participation in internal and external financial reporting process, on-going maintenance of financial systems (both EHR and ERP) data and processes. The role will establish and maintain strong business relationships within and between the Corporate and Clinical Departments.

EDUCATION & EXPERIENCE: Bachelor's Degree in Accounting or Finance or relevant field, Masters of Business Administration or relevant field (*preferred*). Seven years of finance/accounting analysis and reporting experience. Five years of experience applying knowledge of accounting and reporting; or financial planning. Experience in the healthcare, nonprofit sector (*preferred*) with minimum of 3 years of governmental or grant based accounting. Five years of demonstrate proficiency in Blackbaud, Oracle, NetSuite, SAGE Intacct, and Power BI. Three years demonstrated proficiency in Excel (macros, pivot tables). Experience with Epic EHR (*preferred*). Certified Public Accountant (*preferred*).

SKILLS & KNOWLEDGE:

- **Financial Analyst Knowledge** – Demonstrate the applicable knowledge of business principles and language including the fundamentals of finance, accounting (GAAP and fund accounting) and planning and budgeting. Ability to understand the financial implications of decisions before execution, ability to take the initiative to ensure that skills are current; exhibit the ability to learn and apply new skills gaining knowledge and understanding of principles, practices, and functions of financial analysis.
- **Compliance** – Ability to demonstrate adherence with internal and external policies and regulations; Ability to utilize standard operating procedures and polices when performing financial reporting functions, adheres to relevant laws and regulations, apply compliance knowledge to protect organization, identify ways to improve operational efficiency within role. Ensure compliance of employee data integrity. Stay current on laws pertaining to Federal Grant management or reporting. Ability to delineate the importance of divulgence of financial communication which maintains confidentiality in addition to appropriate levels of transparency in ways which balance the needs of employees, department, or organization.
- **Communication** - Ability to effectively and appropriately communicate verbally, in written communication and presentation skills across all levels of the organization, comfortability communicating with audiences of all sizes, ability to ensure effective communication between the employee and the organization, using a variety of approaches and understand the importance of what is communicated and demonstrate the ability to maintain confidentiality and appropriate levels of transparency in ways that balance the needs of employees as well as the department or organization.
- **Relationship Management** - Effectively builds and cultivates relationships among all levels of the organization to build trust, show respect for people and their differences, create partnerships that foster collaboration, demonstrate approachability and openness, understand the relationship of Finance with and between both the employees and the organizational hierarchies.
- **Technology** - Ability to learn agency specific software ability to operate various business of machines, proficiency in the use of personal computer software and Windows operating environment (Word, Excel,

PowerPoint, Office 365). Ability to translate concrete, abstract or hypothetical financial concepts/projections into a visual format in multiple applications. Knowledge of Blackbaud (or NetSuite) or Power BI.

PRIMARY DUTIES:

- **20% of Time - Financial Planning:** Manages annual budget processes, incorporating new programs, services, and initiatives. Aligns budget to business strategies and gains alignment from business partners. Develops tools to identify and forecast financial results based on a detailed review of operational metrics. Including income statement, balance sheet and cash flow forecasting. Assist, develop, implement, and control programs in a manner that ensures cost effectiveness, market competitiveness and internal equity among employees. Track key performance indicators for clinical production, revenue generation, payor analytics, and related business activities
- **20% of Time - Financial Analysis:** Developing financial models to support strategic initiatives. Perform/manage ad hoc reports, analysis, and projects as required by senior management. Identifying and analyzing unexpected variances to forecast and budget.
- **20% of Time - Technical Skills:** Develop financial templates, models and analysis tools in MS Office Suite (Excel, PowerBI, PowerPoint, etc.) using and developing data model from various systems to include ERP and EHR. Responsible for maintenance of Corporate Financial Systems.
- **15% of Time - Communication:** Provide information to management by assembling and summarizing data; preparing reports; making presentations of findings, analyses, and recommendations. Present clearly and comfortably on systems, policy, reporting of finance to any member of the finance, management, or executive team. Demonstrate engagement and respect.
- **15% of Time - Operational:** Interpret, apply, and monitor the internal control policies, procedures, and practices of the Company as guided by CFO to assure compliance with corporate policy, and any federal or local grant accounting and reporting guidance.

OTHER DUTIES (10% OF TIME):

- Perform various financial inquiries using the Corporate Financial Systems and other ad-hoc assignments as requested
- Other duties as assigned by supervisor

PHYSICAL AND MENTAL REQUIREMENTS:

- Visual and auditory accuracy
- Shift length - 8 hours
- Indoor setting
- Continuous use of computer and calculator
- Long periods of sitting
- Frequent use of telephone
- Continuous repetitive grasping and manipulation of both hands
- Continuous conversational communication
- Occasional reaching, walking, squatting, bending, kneeling, twisting and climbing
- Occasionally carrying, lifting, pushing, and pulling of up to 25 lbs.
- Occasionally working in confined, noisy, dusty areas
- Understand/carry out simple/detailed, oral/written instructions
- Memorize and retain instructions
- Read and interpret detailed specifications

REVIEWED WITH EMPLOYEE:

Employee

Supervisor

Date

4/19/2024