



## Center for Improving Value in Health Care (CIVHC) JOB DESCRIPTION

**Position Title:** Sr. Financial Analyst - Planning and Analysis

**Reports To:** Director Business Operations

**Job Classification:** Exempt, Full-time

**Pay Range:** \$75,000-\$100,000

The Center for Improving Value in Health Care (CIVHC) is a growing health care data nonprofit. CIVHC administers the Colorado All Payer Claims Database (CO APCD) for the state, and supports consumers, providers, employers, researchers, state agencies, communities and others with data and analytics to drive improvements in health and health care. We are seeking a Senior Financial Analyst to support our general financial, planning and reporting work.

We are committed to working toward diversifying our staff, board, and committees, creating a culture of diversity and inclusivity with an intention to understand all viewpoints and reduce biases. We encourage individuals from all backgrounds to apply for open positions.

We are looking for an individual who is passionate about CIVHC's mission to advance the Triple Aim of improving health, improving quality and lowering costs, and has experience working with non-profits and federal contracts. To succeed in this role, you should be a reliable professional who is not afraid to speak their mind and stand by their decisions. You should be familiar with strong financial management and relevant industry standards. CIVHC is a creative and collaborative environment, and we are looking for a team member who is eager to figure out how we can most effectively support our stakeholders.

Under the direction of the Director of Business Operations, this position will work closely with the auditors, Finance Committee, and other department leads as well as contracted accounting, finance and investment support organizations and their staff to appropriately provide financial analysis support across all of CIVHC's work portfolio.

### Principal Accountabilities:

- Assists with financial planning and budgeting processes, including partnering with operational leaders to create financial plans within targeted levels
- Analyzes financial statements and data and presents financial data using detailed reports and charts
- Analyzes operating results and works with leadership to understand key drivers of performance
- Perform complex statistical, financial and cost accounting analysis of financial reports and data and prepare subsequent narrative analysis for Board of Directors and Senior Management
- Researches and prepares variance analysis and explanations
- Assembles and summarizes data to build robust financial models and forecasts
- Presents findings to leadership and makes recommendations based on financial and business results
- Understands key business drivers and metrics and provides financial guidance based on analytical processes performed
- Supports the communication of relevant financial and operational information and trends by initiating the development of actionable analysis as a basis in making management decisions
- Analyzes differences through benchmarking and process analysis
- Utilizes cost accounting to model future projections and identify areas for improvement



- Maintains a strong knowledge of financial technology systems and data sources to accurately and efficiently extract, manage, and utilize information in a meaningful manner
- Maintains a strong focus on process improvement opportunities to increase the efficiency and/or effectiveness of the process
- Provide financial analyses as needed, in particular for pricing decisions and contract negotiations
- Provides financial operations support in the areas of accounts payable, accounts receivable and other areas as assigned. This includes preparing invoices for government and commercial lines of business.
- Prepares and distributes reports to support financial agreements with our partners.
- Cultivates and maintains productive relationships with both external and internal customers
- May develop and maintain policy and procedure manuals.
- Performs other duties as requested by leadership, including but not limited to the Director of Business Operations

**Minimum Qualifications:**

- Bachelor's degree in Finance, Accounting, Economics or related field
- 4+ years of experience may be considered in lieu of specific degree

**Preferred Qualifications:**

- 4 years of related experience preferred
- Experience with health care data or related organization
- Familiarity with the health care industry
- Familiarity with non-profit organizations
- Familiarity with Grant reporting
- Cost accounting experience
- Federal single audit experience

**Key Attributes**

- Must be able to manage and prioritize multiple projects and meet deadlines.
- Strong writing skills, including the ability to professionally communicate with customers, government officials, board of directors, and others.
- Ability to work independently, quickly and effectively while coordinating multiple tasks from multiple sources.
- Strong attention to detail.
- Extremely professional and tactful.
- Ability to interact and coordinate with all layers of the organization.
- Self-motivated, with initiative and reliability.
- Strong interpersonal and customer service skills.
- Ability to handle confidential information.
- Knowledge of or familiarity with health care preferred, but not required.

**Working Conditions:**

Primarily in an office environment. Will be expected to travel as needed to meet with major funders. Periodic weekend or evening work is expected.

CIVHC is an equal opportunity employer.



**Limitations and Disclaimer:**

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position.

**Benefits and Compensation:**

In addition to salary earnings, CIVHC currently offers full-time employees 9 paid holidays per year, 20 days of PTO (Paid Time Off to include vacation, personal, and sick days), health, dental, and vision plans, short-term disability, long-term disability, and basic life. CIVHC also offers a 403(b) retirement plan with contributions by the employer starting after 6 months' employment. Pay is dependent on applicant's relevant experience. An annual bonus may be paid to eligible employees based upon organizational and individual performance.

**Application Instructions:**

Interested candidates may submit cover letters and resumes to [careers@civhc.org](mailto:careers@civhc.org). Please include the job title and your name in the email subject line.