

Business Analyst

Job Title:	Business Analyst
FLSA Classification:	Exempt
Department:	Finance
Supervisor:	Director of Finance

Job Summary:

Under the supervision of the Director of Finance, the Business Analyst has the responsibility to assess and monitor the cost-effective processes and workflows across all operational areas of the organization. The Business Analyst identifies opportunities and make recommendations to add value to PACE services with mission-driven, sustainable and cost-effective performance improvement strategies.

Essential Job Functions:

- Understands the functioning of each department
- Ensures that PACE expenditures are accurate and required for the proper functioning of each organizational service area
- Analyzes & monitors expenses and identifies potential cost saving opportunities
- Collaborates extensively with organizational leadership to develop cost-effective workflows that also yield mission driven and quality care outcomes. Have an awareness of specific resources utilized by each business unit and their high priority service goals.
- Assists HR Director and other leadership with the analysis of the Staffing Ratio Report, ensuring that business areas are appropriately staffed to meet productivity, cost efficiency and quality care goals.
- Proactively assists Director of Finance to develop and update department Policies and Procedures in a timely manner.

Experience:

- Minimum of three (3) years of applicable experience
- Experience working in a health care setting preferred
- Minimum of one (1) year of documented experience working with a frail or elderly population or in a healthcare setting.

Education and Certification

- Bachelor's Degree in Finance, Business Management or related field.
- Master's level degree preferred

- Lean Six Sigma Certification a plus (+)

Knowledge, Skills and Abilities:

- Strong verbal and written communication skills
- Highly analytical and proactive
- Teamwork oriented
- Highly organized and result-oriented
- Dynamic
- Microsoft Office Suite (Excel, Word, PowerPoint)
- Visio

Non-Essential Job Functions

- Attend and participate in staff meetings, in-services, projects, and committees as assigned.
- Adhere to and support the center's practices, procedures, and policies including assigned break times and attendance.
- Accept assigned duties in a cooperative manner; and perform all other related duties as assigned.
- Be flexible in schedule of hours worked.
- May require use of personal vehicle.

Working Conditions and Physical Demands

The working conditions and physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to access all areas of the center throughout the workday.
- Ability to lift up to 35 pounds occasionally, 15 pounds frequently, and 7 pounds constantly; required to obtain assistance of another qualified employee when attempting to lift or transfer objects over 25 pounds.
- Requires constant hand grasp and finger dexterity; frequent sitting, standing, walking and repetitive leg and arm movements, occasional bending, reaching forward and overhead; squatting and kneeling.
- Ability to communicate verbally with an excellent comprehension of the English language.
- Work is generally performed in an indoor, well-lighted, well-ventilated, heated, and air-conditioned environment.

Core Values

- **Respect** at the core of our interactions.
- **Honesty and Integrity** with every endeavor
- **Patient – Centered** care aligned with participant values, beliefs, and preferences.



- **Encouragement** that motivates and empowers others to be the best they can be.
- **Quality Care** that is efficient, transformative and innovative.

Acknowledgment

I have read the above Business Analyst job description and fully understand the requirements set forth therein. I meet all the requirements of this position, and I can perform all essential functions of the job with or without reasonable accommodations. I agree to abide by the requirements set forth in this document.

I understand the contents of this job description are presented as a matter of information only and as guidance as to the expectations of Innovative Integrated Health for this position. This job description is not intended to give rise to contractual rights or obligations, or to be construed as a guarantee of employment for any specific period of time or for any specific type of work. Furthermore, Innovative Integrated Health reserves the right to interpret, amend, modify, or cancel or withdraw any or all sections or provisions of this job description at any time with or without notice.

I understand that employment at Innovative Integrated Health is “at will”, meaning that employment is for no definite period of time and may be terminated by me or Innovative Integrated Health at any time and for any reason.

Employee Print Name

Employee Signature

Date

We are an Equal Opportunity Employer and do not discriminate against any employee or applicant for employment because of race, color, sex, age, national origin, religion, sexual orientation, gender identity, status as a veteran, and basis of disability or any other federal, state or local protected class.