

Financial Analyst

Job Title:	Financial Analyst
FLSA Classification:	Non-Exempt
Department:	Finance
Supervisor:	Director of Finance

Job Summary

Under the supervision of the Director of Finance, the Financial Analyst is responsible for assisting in 1) the accounting operations of the company, 2) the timely recording of financial records to comply with generally accepted accounting principles, and 3) providing actionable information to departments' leadership.

Essential Job Functions

Duties include, but are not limited to:

- Conduct Accounts Payable activities
 - Analyze and review payments to external medical services providers
 - Reconcile employee reimbursements and credit card statements
 - Process vendor information and invoices based on agreed-upon payment terms on online billing system
 - Review departmental spending budgets and purchases
- Improve and develop internal financial controls and processes and facilitate training to ensure adoption by employees across the company
- Perform comparative analyses amongst expense types, departments, and locations
- Develop and utilize analytics tools for efficient and effective processing of financial-related data
- Proactively communicate and follow up with vendors and employees to ensure timely payments and reduce delays
- Attend and participate in staff meetings, in-services, projects, and committees as assigned

Knowledge, Skills and Abilities

- Proficient knowledge of computer skills, including Microsoft Office (Word, Access, PowerPoint, and Outlook)
- Knowledge of general office procedures, equipment and filing systems
- Ability to communicate effectively, both orally and in writing
- Ability to quickly learn department policies, procedures, goals, and services
- Skill: Attention to detail and accuracy
- Ability to change priorities regularly
- Ability to think critically, take initiatives, and work independently with minimal supervision
- Highly proficient in Excel
- Highly organized and ability to retrieve information quickly

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.

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.
- Work is generally performed in an indoor, well-lighted, well-ventilated, heated, and air-conditioned environment.

Experience

- Minimum of four (4) years of professional experience in Accounting, Finance, or Business Administration with Finance emphasis, required without a Bachelor's Degree
- Experience in the health care field, preferred

Education and Certification

- Bachelor's Degree in Accounting, Finance, Business Administration or related field from accredited college/university, required without professional experience

- Is medically cleared for communicable diseases and has all immunizations up-to-date before engaging in direct participant contact

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 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 (IIH) 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, IIH 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 IIH is “at will”, meaning that employment is for no definite period of time and may be terminated by me or IIH 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.