

HEALTHSMART MANAGEMENT SERVICES ORGANIZATION, INC.

JOB DESCRIPTION

JOB TITLE: Sr. Financial Analyst
DEPARTMENT: Finance
CLASSIFICATION: Full Time (Non-Exempt)
REPORTS TO: Finance
EFFECTIVE: July 30, 2019

POSITION SUMMARY:

Responsible for performing the day- to-day general ledger accounting, financial reporting and analysis for assigned functional areas.

EDUCATION & EXPERIENCE REQUIREMENTS:

- Must have strong accounting & analytical (quantitative as well as qualitative) skills.
- Strong financial analysis foundation creating forecasts and models
- Proficiency with Microsoft Excel is required; familiarity with data query/data management tools extremely helpful (Access, SQL, Business Objects)
- Must possess excellent communication and presentation skills, and be comfortable interacting with executive-level management
- Bachelor's Degree in Accounting/Finance.

DUTIES/RESPONSIBILITIES:

- Month-end, quarter-end and year-end close (e.g. Revenue, expense JE)
- Support Budgeting & Forecasting
- Research and prepare variance analysis and explanations.
- Support preparation and analysis of monthly management reporting of financial results
- Perform Balance Sheet account reconciliations, account analysis, accrual calculations, and other related accounting analysis.
- Support IBNR Calculations
- Support preparation and administration of Stop-Loss Insurance Billing and Collections
- Support preparation of annual audit schedules
- Support 1099 Reporting.
- Prepare estimated quarterly tax payments.
- Support Risk Pool Accounting
- Responsible for performing special projects to improve process efficiency and performance.
- Cross train as back-ups for other staff in the case of emergencies.

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Work Environment, Physical Demands, and Mental Demands:

- Constant sitting while using the computer terminal.
- Constant use of sight abilities while reviewing documents.
- Constant use of speech/hearing abilities for communication.
- Constant mental alertness, must possess planning/organizing skills, and must be able to work under deadlines.

Print Employee's Name

Date

Employee's Signature

cc: Employee
Employee's File/HR
Manager and Supervisor