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Reimbursement Analyst Facility: Beth Israel Lahey Health - Non Executive Charlestown, MA 01/10/2024

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Company: Beth Israel Lahey Health - Non Executive

Location: Boston

Category: business-and-financial-operations

When you join the growing BILH team, you're not just taking a job, you're making a difference in people's lives.

Job Type:

Regular

Scheduled Hours:

40

Work Shift:

Day (United States of America) Reporting to the Director of Financial Planning and Analysis, System Services, the Senior Financial Analyst will be involved in financial analysis work related to the departments within the System Services. A major component of the job responsibilities is the annual operating budget compilation and various monthly/ad hoc reporting, and the work will range from business planning related to operations of the facility to working on the financial statements and providing analytical support for financial results, forecasts, or ad hoc projects.

Job Description:

Essential Duties & Responsibilities including but not limited to:

- 1. Assist in the annual operating budgeting process including attending meetings (if necessary), processing adjustments, reconciliations, and reporting needs
- 2. Financial analysis in support of department plans.
- 3. Assist in the development of presentations

- 4. Provide support in developing strategic recommendations to aid decision-making by senior management
- 5. Provide variance analysis for the departments within the System Services every month to support the month-end financial statement close process.
- 6. Provide routine reporting in support of financial statement preparation
- 7. Assist in the presentation of information to department VPs/directors/managers.
- 8. Be a resource to the users of the information provided in explaining its meaning, its derivation, and obtaining further information.
- 9. Attend meetings as a representative of the Division of Finance as requested by operational management and as a representative for the department manager if necessary.
- 10. Prepare ad hoc reports as needed.
- 11. Completes special projects as assigned accurately and timely as required
- 12. In addition, this position may have ongoing or periodic duties or responsibilities in addition to those described in this position description.

Organizational Requirements:

Maintains strict adherence to the Beth Israel Lahey Health Confidentiality Policy.

Incorporates **Beth Israel Lahey Health Guiding Principles**, Mission Statement, and Goals into daily activities.

Complies with all Beth Israel Lahey Health Policies. Complies with behavioral expectations of the department and Beth Israel Lahey Health.

Maintains courteous and effective interactions with colleagues and patients.

Demonstrates an understanding of the job description, performance expectations, and competency assessment.

Demonstrates a commitment toward meeting and exceeding the needs of our customers and consistently adheres to Customer Service standards

Participates in departmental and/or interdepartmental quality improvement activities

Participates in and completes Mandatory Education

Performs all other duties as needed or directed to meet the needs of the department.

Minimum Qualifications:

Education:

Bachelor's degree in accounting, finance, business administration, or equivalent education and experience

Licensure, Certification & Registration:

None

Experience:

3 to 5 years of progressively increasing experience in healthcare finance.

Skills, Knowledge & Abilities:

Excellent analytic and verbal skills

Self-motivated and dynamic individual with the ability to think creatively and work independently.

Ability to manage multiple priorities.

Ability to summarize and present results of analyses clearly and concisely to leadership.

Proficient with MS Office applications, particularly Excel.

FLSA Status:

Exempt

As a health care organization, we have a responsibility to do everything in our power to care for and protect our patients, our colleagues and our communities. Beth Israel Lahey Health requires that all staff be vaccinated against influenza (flu) and COVID-19 as a condition of employment, about this requirement.

More than 35,000 people working together. Nurses, doctors, technicians, therapists, researchers, teachers and more, making a difference in patients' lives. Your skill and compassion can make us even stronger.

Equal Opportunity Employer/Veterans/Disabled

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