



**HEALTH ONE ALLIANCE, LLC, ITS SUBSIDIARIES AND AFFILIATES,  
INCLUDING ALLIANT HEALTH PLANS  
JOB DESCRIPTION**

<b>JOB TITLE:</b>	Financial Analyst	<b>LOCATION:</b>	Dalton, Georgia
<b>DEPARTMENT:</b>	Data Analytics	<b>REPORTS TO:</b>	Director of Finance

### Job purpose

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The Financial Analyst applies analytical, critical thinking, and problem-solving skills to fulfill requests for financial impact reports and requests for information. Responsible for coordination, creation and production of financial reports to support decision making for departments across the health plan.

### Duties and responsibilities

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- Develops reports to evaluate financial impact of various activities
- Reconciles data warehouse against financial ledger and resolves discrepancies
- Reconciles data in analytics platform against financial ledger and resolves discrepancies
- Develops reports as required by financial regulators, including, but not limited to, Medical Loss Ratio reports, Supplemental Health Care Exhibits, annual and quarterly statements, and periodic data calls
- Performs cost/benefit analyses on proposals
- Documents and presents analytical findings with clarity
- Develops standardized reporting packages for a variety of users
- Other duties as may be assigned

### Qualifications

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- Bachelors Degree in Statistics, Accounting, Mathematics, Computer Science, Business, or related field
- One to three years' health plan experience preferred
- Understanding of basic accounting principles, with knowledge of Statutory Accounting Principles preferred
- Intermediate proficiency with SQL
- Familiarity with insurance terms and concepts
- Advanced Microsoft Excel skills
- Excellent communication skills

### Competencies

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- **Ethics** - Honest, accountable, maintains confidentiality
- **Reliability** - The extent to which the employee can be depended upon to be available for work, do it properly, and complete it on time. The degree to which the employee is reliable, trustworthy, and persistent.
- **Sense of Urgency** - Meets deadlines, establishes appropriate priority, gets the job done in a timely manner



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- **Computer skills** - Skilled with computers, takes advantage of new technology, learns new tools quickly, uses technology to enhance job performance
- **Decision making** - Able to reach decisions, takes thoughtful approach when considering options, seeks input from others, makes difficult decisions
- **Dependability** - Completes job assignment and projects with minimal supervision. Meets schedules and deadlines.
- **Initiative** - Takes action, seeks new opportunities, strives to see projects to completion
- **Job knowledge** - Knowledge of products, policies and procedures; OR knowledge of techniques, skills, equipment, procedures, and materials.
- **Planning & Organizing** - Displays ability to effectively plan, organize and implement applicable tasks or projects in relation to established goals and objectives.
- **Quality** - Strives to eliminate errors, accurate work is a priority, seeks opportunities to improve product/services

**Physical, Mental, Environmental & Working Conditions**

Moderate amount of walking, sitting, and writing. Moderate to significant amount of stress in meeting deadlines and dealing with day-to-day events in the execution of job duties. Needs flexibility and adaptability to change. Candidate must be self-disciplined and a self-starter and able to work independently with a flexible work schedule. Must be able to drive a vehicle and daytime/overnight travel as required.

**Direct reports**

N/A

<b>Version:</b>	<b>Owned By:</b>	<b>Executive Review/Approval:</b>	<b>Date:</b>	<b>Choose One:</b> Initial - Review Only - Revised
1.0	Human Resources	Mark Mixer, CEO Amanda Reed, COO Joe Caldwell, CFO Wes Sanders, Director of Finance	08/15/2017	Initial