



Joseph M. Smith
Community Health Center

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Joseph M. Smith Community Health Center, Inc.

Financial Analyst Position

Financial Analyst - Job Description:

The Financial Analyst reports directly to the Controller with the opportunity to work closely with the Chief Financial Officer, Deputy Director, and Department Directors in fulfilling the following primary responsibilities and functions:

- Preparation, analysis, and distribution of monthly consolidated and department financial statements;
- Preparation, analysis, and distribution of program and provider volume and productivity reports, including maintenance and reporting on provider incentive programs;
- Analysis and reporting of department and program operating results, trends, and variances verse prior periods, budget, and key benchmarks;
- Assist the CFO and Controller in developing and completing the annual operating and capital budgets.
- Assist auditors through data collection, analysis, and reporting for completion of annual cost and other regulatory reports, including FQHC Medicaid and Medicare cost reports, Uniform Financial Report (UFR), Uniform Data Report (UDS), Financial Status Report (FSR); Form 990; Form PC, and Form 3ABC.
- Assist Controller and Senior Staff Accountant in annual audit preparation.
- Assist CFO and Controller in business planning for new sites, services and/or program expansion through cost accounting, margin analysis, budget modeling, and financial projections.
- Analysis of third party payer reimbursement, practices, and trends verse established contracts and regulations.

Qualifications:

- Bachelors degree in accounting or finance required;
- 1 – 3 years of financial analysis experience in a service industry, preferably health care;
- High degree of proficiency with Excel (intermediate level or higher);
- Demonstrated experience and knowledge of Access and report writing principles and techniques;
- Knowledge and experience with financial accounting software, Microsoft Dynamics Solomon and FRx a plus;
- Highly motivated and detail-oriented with exceptional analytical, communication, and interpersonal skills.

Interested candidates should send resume to: Human Resources Director at 564 Main Street, Waltham, MA 02452, fax to (781) 693-3817 or email to hr@jmschc.org.

Joseph M. Smith Community Health Center is an Equal Opportunity & Affirmative Action Employer