



POSITION DESCRIPTION

Senior Financial Analyst

Reports to: VP of Finance/CFO

Position Status: Exempt

Supervises: No one

Effective Date: 9/27/23

GENERAL SUMMARY

Takes the lead in recurring monthly analytics based on financial and operational factors, compiles related reports, and works with executive management to provide this data and analysis to help improve operations and financial results. Takes primary responsibility for completion of the annual budget, creation of quarterly reporting for partnerships, monthly metrics reporting, and new business and acquisition modeling. Partners closely with the business development team to provide analytical modeling and support for potential transactions.

DUTIES AND RESPONSIBILITIES

1. Maintains budget and forecast data in a manner that adapts and conforms to changes in NKC's business cycles. Works closely with senior management members to develop annual budgets and update financial forecasts.
2. Prepares monthly revenue and expense analysis and related statistics.
3. Prepares regular financial business reviews and analyses including variance explanations that are presented to executive management.
4. Aids in preparation of timely financial and management reports, including actual vs. budget analysis.
5. Prepares financial analyses of purchasing options related to machinery, direct supply, and pharmacy costs.
6. Provides key analysis support and appropriate financial information to measure progress against budget and key financial milestones.

7. Works closely with Business Development to create financial models for partnerships and acquisition opportunities.
8. Works closely on financial modeling and analytics with other department leaders on NKC initiatives.
9. Assists with the system and process enhancements for the entire finance department.

PLANNING

Upgrades and implements an appropriate system of policies, internal controls, and procedures. In conjunction with department leadership, plans coordinates, and executes the annual budget process. Provides analytical support to internal management teams, including development of internal management reporting capabilities.

COORDINATION

Promotes a culture of high performance and continuous improvement that values learning and a commitment to quality. Establishes a supportive and collaborative approach with peers. Assigns accountabilities, sets objectives, establishes priorities, and monitors and evaluates results for assigned work/projects.

INTERNAL AND EXTERNAL CONTACTS

Builds and maintains relationships throughout NKC to understand key business objectives/interests and facilitates scenarios resulting in mutual gain and improved partnerships. Provides excellent customer service. Establishes and maintains effective working relationships across NKC. This position may be in contact with vendors, contractors, regulators, landlords, bankers, and other such individuals in the regular course of business.

DECISIONS

Must have the ability to function with minimal direct supervision. Must have analytical and critical thinking skills. Requires the ability to communicate effectively with peers, management, leadership, and external customers. Must be capable of anticipating questions and addressing information needs through comprehensive analysis. Must have the ability to understand and explain variances.

RESPONSIBILITY

The Senior Financial Analyst is responsible for deep analysis of financial results, processes and expected results. Typical responsibilities include operating computer systems, software, and other office machines, completing work in a timely manner, and contributing to NKC overall results through performance of assigned tasks.

JOB CONDITIONS

Must be able to communicate effectively in English over the telephone, in writing, and in person. Duties and responsibilities are performed in an office environment. Physical activities require the ability to stand, walk, stoop, kneel, crouch, reach, lift; fingering, grasping, talking, hearing, and repetitive motions of hands, wrists, and fingers. Requires visual acuity to read, inspect information on computer monitors, and written materials.

Physical requirements include the ability to lift/move objects weighing up to 20 pounds occasionally, and up to 10 pounds frequently. The individual in this position operates the phone, computer, copier, and other office equipment as required. Demonstrated skills in Microsoft Office Products and knowledge of accounting software programs are required. Experience with MIP is a plus.

CUSTOMER SERVICE STANDARDS

Staff are responsible for demonstrating good customer service and professionalism.

1. CONSIDERATION: Greet customers promptly; show courtesy; recognize customer's needs; respect privacy.
2. CONCERN: Listen to customers; express appreciation, be nonjudgmental; take responsibility.
3. CONFIDENCE: Show a positive attitude; take personal initiative; inform; educate and reassure; provide prompt follow-up.
4. CONDUCT: Hold appropriate conversations; maintain a professional appearance; establish teamwork; show professional competency.

EDUCATION AND EXPERIENCE

Bachelor of Arts or Sciences in Accounting or Finance preferred, plus five years of experience in financial planning/analysis roles, preferably in a healthcare organization. Requires strong analytical and modeling skills, including modeling for business transactions such as acquisitions, sales, joint ventures, etc. Must be capable of managing numerous simultaneous projects and possess excellent communication and organizational skills. A solid understanding of GAAP is preferred.

The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not to be considered as an exhaustive list of all job tasks performed by people so classified.

REVIEW AND APPROVAL

Jennifer D. Eslava
VP of Finance/CFO

9/27/2023
Date

Janelle Ansell
Human Resources

9/27/23
Date