



## Financial Analyst – Part Time

Provides support to, and receives direction from the Director of Finance in processing financial and statistical data. Provides statistical and financial support to the Directors, as needed.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

- Accumulates, summarizes and interprets financial data, providing value-added analytical insight and delivering the information in a practical format to the end users.
- Analyzes raw data to ensure integrity of the data and identifies errors or gaps in the data.
- Create financial models and perform business analysis for the organization, including provider compensation programs and modeling reimbursement rates.
- Designs methodologies for measuring financial impact of organization initiatives, including cost benefit analysis of new programs or projects.
- Create, establish and ensure maintenance of ongoing tracking and reporting systems and methodologies in order to measure and document targets or projects.
- Monitor and ensure that sound financial modeling practices are utilized and tools developed are consistently applied across the organization to achieve desired financial and productivity results.
- Assist in development, monthly preparation, and distribution of tailored financial reporting package and utilization reports for the organization users, including the Board of Directors.
- Assists with FSR reporting, assists in budget preparation for local, state, and federal grants.
- Assist in audits as required.
- Assists in the development of the annual budget, including budget analyses.
- Assist in preparation of cost reports, grant financial reports, and special financial reports.
- Assist in documentation and monitoring of internal controls.

**Education and/or Experience:** Bachelors Degree or higher in Accounting/Finance, or related field from an accredited college or university required. A minimum of 2 (two) years of financial analyst, or related experience; or an equivalent amount of education and experience; is required. Experience in healthcare or human service related organizations preferred. Knowledge of the principles of financial management required. In addition, must have knowledge of financial and budgetary practices to assist in the development of the annual budget, be able to analyze and report on financial

data and patterns, and prepare financial statements. Prefer candidate to have knowledge of healthcare reimbursement.

**How to Apply:** Please apply at:

[https://workforcenow.adp.com/jobs/apply/posting.html?client=fhckzoo&jobId=31201&lang=en\\_US&source=CC3](https://workforcenow.adp.com/jobs/apply/posting.html?client=fhckzoo&jobId=31201&lang=en_US&source=CC3)

**Contact Information:**

**Matthew Lemmer** | Human Resources Recruiter  
Family Health Center | 117 W Paterson St | Kalamazoo, MI 49007  
Office (269) 349-2641 x545 | Fax (269) 349-2898

[matthew.lemmer@fhckzoo.com](mailto:matthew.lemmer@fhckzoo.com)

