



## POSITION:

### **Financial Analyst - Employee Benefits**

#### Summary

The Financial and Healthcare Data Analyst is responsible for providing in depth analysis and reporting of healthcare plan design; Utilizing sophisticated software tools and platforms to aid in complex analysis, such as predictive analytics and population health forecasting; Strategic analysis of current and trending market changes; Analyzing claim utilization and changes in the market as well as within client groups; Merging benefit plan data into meaningful reporting dashboards; and Providing illustrations of various funding and alternate plan options and comparisons.

#### Essential Duties And Responsibilities

- Utilize predictive analytics software to: produce renewal projections; Estimate actuarial differences between plan designs and relative values between specific reinsurance contracts; Predict population migration based on plan designs/contributions/incentives; Evaluate the appropriateness of self-funding vs fully insured; and Provide reporting on specific reinsurance deductible levels.
- Update Claims Reporting Dashboards on a monthly basis and provide reporting/written summaries of findings to clients.
- Produce IBNR estimates for client financials.
- Evaluate the appropriateness of self-funding vs fully insured and develop illustrative rates for plan designs.
- Analyze healthcare claims and identify members eligible for alternative coverage plans.
- Use financial modeler, population health analysis and other tools to predict financial impact on client plans.
- Other duties as assigned.

#### Additional Responsibilities

- Lead, guide, direct mid-year and annual renewal meetings and participate in internal pre-renewal meetings.
- Prepare spreadsheets, graphs, charts, diagrams, and other illustrative tools for presentations and reports.
- Work collaboratively with client service teams to collect and review data for accuracy and consistency.
- Serve as a Subject Matter Expert on financial reporting.
- Adapt to new software programs when implemented.
- Attend all internal scheduled office and team meetings.
- Remain informed of insurance industry developments and products available in the marketplace and participate in continuing education events.
- Make a positive contribution to client satisfaction and strive to improve client service.
- Attend client meetings when necessary.
- Build rapport with clients, carrier representatives and respond to email inquiries in a timely manner.
- Participate in special projects as required.

#### Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

**Client/Quality Focus** – Anticipate, monitor and meet the needs of clients, and respond to them in an appropriate manner. Demonstrate a personal commitment to identify clients’ business needs and continually seek to provide a trusted advisor level of service.

**Adaptability** – Adjust scheduled work to accommodate an ever-changing environment; Triage the multiple demands and competing priorities by gathering relevant information and applying critical thinking skills; Seek wisdom and insight from SSG team members when needed.

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**JOB TITLE: Financial Analyst - Employee Benefits**

**REPORTS TO: Vice President**

**FLSA STATUS: Exempt**



**Teamwork** - Balance team and individual responsibilities; Exhibit objectivity and openness to others' views; Provide and be acceptant of feedback; Contribute to building a positive team culture; Support the organization as well as your teams' efforts to succeed.

**Communication** – Communicate effectively and persuasively in any situation - verbally and in writing; Thoroughly digest and interpret information and request clarification when necessary; Listen carefully and respond to questions and communications concisely; Share knowledge and ideas and collaborate effectively with others; Actively participate in meetings.

**Dependability** - Follow instructions and respond to management direction; Take responsibility for your own actions and follow-through on commitments; Be willing to commit to extended hours of work for required client deadlines and/or to achieve work-related goals; Complete tasks and projects on time and notify appropriate contact if an alternate plan is necessary; Work independently, accept accountability, set personal goals, remain focused under pressure, be acceptant of change when necessary, and meet attendance/punctuality and responsibility requirements.

### Qualifications

To perform this job successfully, an individual must be able to perform each essential duty at a high level. The requirements listed below are representative of the knowledge, skill, and/or ability required.

#### **Education and/or Experience**

- Bachelor's degree in a business-related program or equivalent education and/or experience, with an emphasis in math, statistics, or finance required or equivalent level of experience.
- 2-5 years of experience in a similar position with knowledge in healthcare insurance.
- Familiarity with basic financial reporting and basic medical terminology.
- Familiarity with basic statistics and understanding of risk and insurance concepts is preferred.

#### **Soft Skills**

- Demonstrates effective leadership, creativity, and problem-solving skills and adapts to working within a team.
- Excellent oral, written and organizational skills.
- Ability to efficiently organize work and manage multiple competing priorities in order to meet client deadlines.

#### **Computer Skills**

- Intermediate to advanced skill level in MS Office Excel
- Excellent computer skills including word processing and spreadsheet expertise
- Brokerage Builder / ZyWave software experience
- Experience with reporting dashboards and plan comparison software is preferred.
- Experience working in other MS Office Suite programs such as PowerPoint, Word, etc.
- General use of standard office equipment, such as computer, keyboard, calculator, printer, etc.

### Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this Job: employee is regularly required to sit; use hands to type as well as speak and hear. The employee occasionally stands and walks. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include having the ability to focus on computer screen and paperwork and work on a computer for a prolonged amount of time.

**SUBMIT RESUME**