



## FINANCIAL PLANNING AND ANALYSIS DIRECTOR

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**Position Status:** Exempt  
**Reports To:** Chief Financial Officer  
**Effective Date:** 02/05/20  
**Revised Date:** 11/09/22  
**Job Level:** M3

### POSITION SUMMARY

Under policy direction, this position:

1. Provides strategic management oversight in implementing, directing, and monitoring the Alliance's Financial Planning & Analysis (FP&A) Department functions
2. Directs the FP&A Department, acts as a subject matter expert, and provides executive level advice and guidance on FP&A functions and overall business operations
3. Directs, manages, and supervises FP&A Department staff
4. Performs other duties as assigned

### RESPONSIBILITIES

1. Provides strategic management oversight in implementing, directing, and monitoring the Alliance's Financial Planning and Analysis (FP&A) Department functions, with duties including but not limited to:
  - Acting as the liaison between the Alliance and the Department of Health Care Services (DHCS) on various issues, such as those related to the Rate Development Template (RDT) process, quarterly financial reporting, annual medical loss ratio submission, and ensuring the timely and accurate resolution of ad hoc requests from DHCS
  - Overseeing the RDT submission process and ensuring data accuracy
  - Delivering timely, actionable, and in-depth health care cost analysis to Alliance leadership and other internal stakeholders
  - Overseeing the monthly incurred but not reported process
  - Managing the end-to-end revenue cycle
  - Ensuring that monthly revenue, cash, and eligibilities are reconciled
  - Supporting the month-end close by submitting reports to the Accounting Department
  - Providing medical cost insight at the Finance Division month-end meetings
  - Explaining medical cost variance to Alliance leadership and internal and external stakeholders
  - Analyzing medical cost trends to identify root causes and opportunities for improvement
  - Monitoring the high-cost medical claims and ensuring timely filing of reinsurance claims
  - Developing, monitoring, and implementing annual medical cost budget, quarterly forecasts, and five-year projections
  - Producing monthly profit and loss statement by incurred date, aid category, and category of services
  - Overseeing DHCS RDT audit, participating in Department of Managed Health Care financial examinations, independent financial audits, and other regulatory audits
  - Staying informed about CMS and State healthcare initiatives and their applicability to Alliance operations

- Ensuring the FP&A Department has advanced data collection capabilities that provide valid and useable financial data to enable data-driven decision- models
2. Directs the FP&A Department, acts as a subject matter expert, and provides executive level advice and guidance on FP&A functions and overall business operations, with duties including but not limited to:
    - Participating in the general administration of the Alliance as a member of the executive management team by providing input into the problem-solving and decision-making process
    - Participating in strategic planning and implementation of the FP&A Department’s operational goals related to the growth and development of Alliance business operations
    - Ensuring that FP&A Department goals and activities are in alignment with the Alliance strategic plan
    - Conducting complex research and analysis related to medical cost.
    - Assisting in formulating strategic plans and goal setting in support of Alliance programs
    - Modeling and promoting effective interdepartmental communication
    - Preparing narrative and statistical reports and making presentations
    - Developing performance measures related to strategic goals and new projects and presenting to staff and the Board of Commissioners, as directed by the Chief Financial Officer (CFO)
    - Preparing reports for the Board of Commissioners package for review by the CFO
    - Drafting, recommending, and implementing administrative policies, processes, and procedures related to FP&A Department operations
    - Maintaining current knowledge of relevant Federal and State laws, policies and directives, and organizational policies and procedures
    - Monitoring legislative and legal changes related to Alliance functions and ensuring appropriate communication of same
    - Reviewing and assessing overall department functions, core work, goals and structure, developing and implementing short- and long-term planning to achieve strategic objectives, and completing an annual department assessment
    - Overseeing the preparation and maintenance of records, reports and related documents, and the annual record retention process
    - Participating in the Cost Containment Committee
    - Developing and managing FP&A Department operations and budget
    - Attending and participating in internal and external meetings related to Alliance business operations
    - Providing support to the CFO and acting for the CFO in the CFO’s absence
  3. Directs, manages, and supervises FP&A Department staff, with duties including but not limited to:
    - Ensuring that FP&A Department staff maintains up-to-date knowledge, skills and abilities related to the administration of assigned departmental responsibilities and functions
    - Identifying, overseeing, and assisting with objectives, priorities, assignments, and work-related tasks and reviewing work products as needed
    - Providing mentoring, coaching and development, and growth opportunities for staff and subordinate supervisors
    - Evaluating employee performance, providing feedback to staff, and counseling or disciplining staff when performance issues arise
  4. Performs other duties as assigned

## EDUCATION AND EXPERIENCE

- Bachelor's degree in Finance, Business, Accounting or a closely related field and a minimum of ten years of experience in healthcare finance, analytics or contracting, which included a minimum of two years of experience related to Medicaid or Medicare Managed Care Programs and a minimum of three years of supervisory experience (a Master's degree may substitute for two years of the general healthcare experience); or an equivalent combination of education and experience may be qualifying

## KNOWLEDGE, SKILLS, AND ABILITIES

- Thorough knowledge of the managed care industry
- Thorough knowledge of and proficiency in research, analysis and reporting methods
- Thorough knowledge of the application and utilization of data and analytics to drive critical financial decisions
- Thorough knowledge of and proficiency in promoting and applying change management principles
- Working knowledge of Medicaid or Medicare, entitlement programs and related regulations
- Working knowledge of and ability to utilize standard negotiating and marketing techniques
- Working knowledge of the principles and practices of organizational management
- Working knowledge of financial analytical and complex abstract reasoning concepts
- Working knowledge of the principles and practices of statistical analysis
- Working knowledge of the principles and practices of supervision and training
- Working knowledge of the principles and practices of program development and project management
- Working knowledge of the principles and practices of customer service
- Working knowledge of and proficiency with Windows based PC systems and Microsoft Word, Excel, Outlook and PowerPoint
- Some knowledge of healthcare regulatory processes
- Some knowledge of State and Federal legislative processes
- Ability to demonstrate strong analytical skills, accurately collect, manage and analyze data, identify issues, offer recommendations and potential consequences, and mitigate risk
- Ability to perform complex analysis related to rate negotiations, health care cost reports, and determination of rates for hospitals, clinics, long term care facilities, allied health services, professional services and specialist services
- Ability to exercise sound financial management in making decisions
- Ability to direct, manage, supervise, mentor, train, and evaluate the work of staff
- Ability to develop, plan, organize, and direct finance programs and activities that are complex in nature and regional in scope
- Ability to provide leadership, facilitate meetings, and partner with and guide managers and employees in the resolution of issues
- Ability to plan and monitor goals, objectives, deadlines and priorities
- Ability to identify new processes and systems to improve productivity and results
- Ability to act as a technical resource and explain complex laws, rules, regulations, processes and programs related to area of responsibility
- Ability to identify and resolve problems in a timely manner

- Ability to manage multiple projects simultaneously, organize work, and achieve goals and timelines
- Ability to review and assess overall department function, core work, goals and structure, develop and implement short- and long-term planning to achieve strategic plans, and complete an annual department assessment
- Ability to demonstrate a collaborative management style, build rapport, demonstrate excellent public relations skills, and effectively manage internal and external business relationships
- Ability to foster effective working relationships, influence others, and build consensus with individuals at all levels in the organization
- Ability to make presentations and adjust communication style in order to facilitate collaboration and understanding
- Ability to prepare narrative and statistical written reports, oral reports, correspondence and other program documents
- Ability to develop and monitor department, program and project budgets
- Ability to develop recordkeeping systems and maintain organized and accurate records

#### DESIRABLE QUALIFICATIONS

- Master's degree in Finance, Business, Accounting, or a closely related field
- Experience working in a Medicare environment
- Working knowledge of both Medicaid and Medicare and related regulations
- Working knowledge of risk-adjustment methodologies

#### WORK ENVIRONMENT

- Ability to sit in front of and operate a video display terminal for extended periods of time
- Ability to bend, lift and carry objects of varying size weighing up to 10 pounds
- Ability to travel to different locations in the course of work

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*This position description, and all content, is representative only and not exhaustive of the tasks that an employee may be required to perform. Employees are additionally held responsible to the Employee Handbook, the Alliance Standard Knowledge, Skills and Abilities and the Alliance Code of Conduct. The Alliance reserves the right to revise this position description at any time.*