



# Job Description

## BUSINESS ANALYST

### Position Summary

The role will help with financial and clinical analysis and management reporting with a new line of business within the company. This will involve ad-hoc projects and analysis as well as regular analysis of financial and operational data and preparing management presentations monitoring all aspects of the business. The team is service-oriented and interfaces with all aspects of the organization. It requires strong quantitative skills.

### Permanent Essential Duties and Responsibilities

- Works closely with business to understand and document decision support needs.
- Leads discovery activities with business and information services staff at all levels to understand business objectives, assumptions and constraints related to a solution delivery.
- Works with technical staff to design/develop business intelligence application, data models and data movement processes.
- Works with project team and management to identify and document benefits, costs and risks associated with solution alternatives.
- Performs risk assessment
- Communicates status issues and changes to appropriate audience.

### Requirements

- Bachelor's Degree.
- **Must** have 1-2 years experience in the health care industry
- **Must** have claims analysis experience
- Strong analytical, quantitative, problem solving, and organizational skills; attention to detail; and ability to coordinate multiple tasks, set priorities, and meet deadlines.
- Seek a self-starter who can work effectively as a member of a team or independently as the particular assignment requires.
- Demonstrated analytical and computer proficiency necessary through a combination of work and class work.
- Excellent interpersonal skills, ability to build strong relationships with internal clients, and a successful track record of collaboration toward achieving objectives expected.
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**TO APPLY FOR THIS POSITION, PLEASE CLICK ON THE LINK BELOW:**

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