

Job Posting Form

Forward completed form to: OregonHFMAweb@gmail.com

Thank you for your interest in reaching our talented pool of healthcare professionals. The Oregon HFMA website will post Oregon positions, and the posting will be on the website for 30 days. You can re-submit a posting if it remains unfilled after 30 days. Please allow one-week after submission for the job posting to appear on the website.

Job Title: Director of Finance	Date: 4/20/2017
Employer/Company: Propel Health	Location (City/State): Portland, Oregon
Name of Submitter: HR/Recruitment Dept	Recruiter <u>Email</u> Address: cchristensen@propelhealth.com Please apply directly on our career site: http://www.propelhealth.com/careers/
Employer <u>Website</u> Address: http://www.propelhealth.com/	Recruiter Phone Number:

Job Description:

Propel Health is hiring a Director of Finance to provide financial leadership, ensure financial sustainability in an environment with sturdy internal controls in this newly created functional area and staff the finance committee of the board. The ideal candidate also serves as a leader in activities associated with payer relationships and value-based contracting functions. S/he has an entrepreneurial spirit to build something from ground up, challenge the status quo, insist on the highest standards, is self-motivated, self-driven with a bias for action and delivers consistent results.

Mission: To deliver the tools, methods and support necessary for optimal health management in the communities we serve.

Attributes: Curious Explorer • Driven to Serve • Enthusiastically Collaborative

Competencies: Business acumen • Internal controls • Financial leadership

Promise: To enable integrated care delivery to support clinicians in improving health outcomes.

Job Summary

The Director of Finance provides financial leadership and ensures financial sustainability in an environment with sturdy internal controls in this newly created functional area. This includes management of our accounting systems and processes to produce accurate, reliable financial performance information on a timely basis. Additionally, this role staffs the finance committee of the board with active participation in the agenda development and communication of financial performance. This role serves as a key leader in activities associated with payer relationships and value-based contracting functions. The role draws energy from solving complex problems, diving in data to find patterns and tracking metrics to drive financial performance. The desired individual will have an entrepreneurial spirit as s/he will have an opportunity to build something from ground up. This person will challenge the status quo, insist on the highest standards, is self-motivated, self-driven, has a bias for action and has a consistent history of delivering results. S/he will be comfortable with unstructured problems and data gathering/analysis, and be thoughtful and responsive to business partner requests while supporting the organization's capabilities.

Accountabilities

- 1. Support the development, well-being and success of a cohesive team through:**

- a. **Establishing trust:** honest and direct communication with the intent of developing shared agreements among the team. Preservation of the well-being of the team and the need for getting to shared agreements is our priority.
- b. **Embracing conflict:** nurturing an environment for respectfully sharing differences of opinion concerning strategies, priorities, and operating objectives. Raising problems, concerns, ideas and solutions to maximize the impact of our work.
- c. **Achieving commitments:** honoring agreed upon decisions or commitments.
- d. **Embracing accountability:** follow through on agreements with openness and humility. Takes personal accountability for his or her behavior and can communicate to their team when their actions are counterproductive.
- e. **Focusing on results:** Meeting project deadlines with the intent to beat our own deadlines

2. Managed processes and policies required to produce accurate, timely financial information for the leadership team and governing bodies.

- a. Provide thorough and accurate monthly analysis of firm financial performance relative to budget and board expectations
- b. Develop and maintain tools and methods to produce departmental budgeting and forecasting reports
- c. Generate executive monthly financial and operational reporting packages
- d. Relay financial performance and analysis with upper management by conducting and facilitating effective meetings
- e. Perform ad hoc analyses to support finance and business development initiatives and incentive compensation models for partner organizations
- f. Analyze variances to highlight lessons of importance to senior management team and inform future budgeting activities
- g. Supervise accounting staff necessary for general ledger accounting and payroll process

3. Manage key aspects of payer relationships and value-based contracts

- a. Participate on the negotiating team.
- b. Participate in the operationalization of value-based agreements once executed.
- c. Establish reporting structures to communicate performance on these agreements
- d. Establish reporting structures to define and communicate gain-sharing programs as approved by the Board

Job Requirements:

Required

- Bachelor's degree in Business, Finance, Accounting or related field.
- At least 6 years in a senior data analyst or senior financial analyst role years of experience in a corporate finance function or conducting complex financial analysis in a related field (e.g. investment banking, consulting, etc.).
- Knowledge of US GAAP
- Ability to utilize Excel at an advanced level, including knowledge of key formulas and functions, data mining techniques, data tables, pivot tables, V-lookups, macros, etc.
- Ability to think quantitatively with intense intellectual curiosity, infuse a fresh perspective into existing

problems and recommend solutions

- Experience building/managing budgets and/or management dashboards.
- Analytical skills for financial research and modeling in a complex, multi-product environment.
- Ability to communicate effectively and tactfully with both fiscal and non-fiscal management staff and stakeholders both verbally and in writing.
- Successful project management experience to meet deadlines within time constraints.
- Strong interpersonal skills and high emotional quotient.

Preferred

- Master's degree preferred.
- Some understanding of the healthcare industry or health plan operations (Experience working with CMS preferred).
- Payroll experience is a plus.

Please apply directly on our career site: <http://www.propelhealth.com/careers/>