



San Ysidro Health Center, Inc.

Senior Financial Analyst

Accounting Department

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Department: Accounting Location: Corporate Offices
Job Code: Salary Grade: Job Status: Exempt Non-Exempt
Subordinate Title(s): Senior Financial Analyst

Position Summary

Performs complex budgeting and analytical functions in accounting. Conducts financial, statistical and analytical studies. Responsible for facilitating annual budgeting process and compilation of final products for the 330 and Operational budgets.

Essential Functions of the Job: (Start each sentence with action words such as answer, type, file, write, design, train, organize, coordinate, provide, integrate, extract, operate, build, design, oversee, handle, initiate, provide, assist, communicate, evaluate, schedule, supervise, manage, and responsible etc.):

1. Responsible for development, preparation and completion of annual operating budget and 330 grant budget, in a timely manner. Facilitates meetings with Management and other key staff to obtain pertinent input for budget compilation.
2. Consults with CFO, Director of Finance, and Controller regarding recommendations for budget revisions.
3. Provides monthly comparative analyses of operating programs by analyzing costs in relation to services performed during previous fiscal periods.
4. Assists operational/grant managers with interpretation of budget to actual reports, and uses accounting expertise to recommend possible strategies for cost containment.
5. Updates, prepares, and distributes management reports, meeting required deadlines.
6. Evaluate and interpret data concerning the financial well-being of the organization; providing analysis of current and future financial trends.
7. Responsible for monthly update and reporting of Incentive Pay Program.
8. Assists with analysis of the general ledger that includes revenue, expense, asset, and liability accounts.
9. Develop and prepare Financial Feasibility studies for all new projects.
10. Coordinates and assists with the preparation and filing of the Uniform Data System (UDS) and Annual Utilization of Primary Care Clinics for the Office of the Statewide Health Planning and Development (OSHPD)

Additional Duties and Responsibilities

1. Assists in maintaining and developing departmental policies and procedures in matters affecting cost, accounting, and budgeting.
2. Enhances professional growth and development through participation in educational programs, current literature, in-service meetings and workshops.
3. Attends meetings as required and participates on committees as directed.
4. Performs other duties as assigned.



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Supervisory Relationship

Reports directly to Controller; with additional oversight and input from Director of Finance.

Job Requirements

Education Required (Minimum level of education): Bachelor's degree in Finance.

Certifications/Licenses Required: CA driver's license and required insurance coverage

Experience Required (Minimum level of experience): 5 to 7 years in Health Care environment

Verbal and Written Skills Required to Perform the Job: Excellent written and oral communication

Technical Knowledge and Skills Required to Perform the Job: Microsoft Excel/Word, General ledger

Equipment Used (Computers, phones, vehicles, copy machines and fax machines etc.): All

Working Conditions and Physical Requirements (Sitting/Standing/Walking/Lifting/Noisy/ :
Mostly sitting/walking with light lifting.

Universal Requirements

Pre employment requirements include I-9, physical, positive background and reference check results, complete application, new hire orientation, pre employment PPDs.

HIPAA/Compliance

1. Maintain privacy of all patient, employee and volunteer information and access such information only on a need to know basis for business purposes.
2. Comply with all regulations regarding corporate integrity and security obligations. Report unethical, fraudulent or unlawful behavior or activity.

OSHA Compliance

1. Comply with all regulations and required schedules regarding OSHA training.



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PPD Compliance

1. Required health screening to be performed annually.

Policies and Procedures Compliance

1. Responsible for following all SYHC Inc. policies and procedures.

Meal Period Compliance (Non-exempt employees only.)

1. Punch out before 5 hours from the start of shift for meal periods.

Sexual Harassment Training (Management employees only.)

1. Comply with all regulations and required schedules regarding sexual harassment training.

Customer Service Training

Employee: _____ Date: _____

Immediate Supervisor: _____ Date: _____

H R Department: _____ Date: _____

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

\updated 1-20-2008