Position:
Healthcare Financial Data Analyst

Basic Function:
Conducts data analysis and authors regular financial reports to support policy development for the Association as part of the Advocacy Needs Data Initiative (ANDI) team. Designs output reports, assists in survey design, supports data collection activities, performs outlier analysis, sensitivity and significance testing, and translates results to presentation slides. Transforms accounting measures into economic measures. Assists the NCHA economic research team in accomplishing the goals and objectives of the organization.

The position will require a commitment to work full-time (40 hours a week). Salary is commensurate with experience and skills. The position is located in Cary, NC.

Specific Responsibilities:

• Joins our team of three (Vice President of Economic Research, Hospital Data Research Assistant and Programmer/Analyst) in a team approach to conducting financial impact analysis of proposed legislation and regulations on the Association’s member hospitals.
• Identifies important new trends by cleaning, analyzing and applying econometric methods to existing and new data sources.
• Monitors hospital-related issues and programs which affect the Association and its membership.
• Co-designs and co-authors field reports and presentations on trends related to NC hospital industry finances, volume, workforce needs, economic impact and community benefit.
• Assists with recruitment and retention of member hospital participation in the ANDI survey, and provides secondary support for the nearly 1,000 users of this NCHA proprietary data collection and analysis tool.
• In conjunction with the advocacy staff, prepares and distributes materials (including reports, briefings, memos) to the Association’s membership. Materials may include trend analyses, issue impact analyses and/or assist members in understanding the impact of a particular legislative or regulatory change.
• Develops presentations for the Association’s staff as necessary to ensure consistent messages from all levels of the organization. Works closely with the public relations staff during presentation development.
• Suggests and develops project improvement opportunities.
• Performs other tasks and duties as may be identified.

Candidate Qualifications/Experience:
The ideal candidate will possess the following:
• Masters degree in statistics, accounting, economics or related field. Bachelors considered with 2+ years relevant experience.
• Experience cleaning, evaluating, analyzing, organizing, and graphing survey data.
• Inquisitive and adaptive nature.
• A highly professional manner that is open and approachable while upholding strict confidentiality procedures.
• Ability to foster and maintain good working relationships with varied staff members of constituent hospitals.
• Capacity to work independently in a self-directed manner and in a tightly coordinated team.
• Strong written and verbal communication skills.
• Organization skills and a strong attention to reliability, quality and confidentiality.
• Ability to meet deadlines.
• Strong Excel skills.
• Capacity to travel in state as necessary.
• Experience as a healthcare data analyst or experience working on financial data in a hospital setting (strongly desired).
• SAS programming skills for data management, reporting and analysis (desired).
• Knowledge of AHA Annual Survey (desired).
• Knowledge of NC PDS (desired).
• Knowledge of CMS cost reports (desired).

**Internal Relationships:**
Reports to Vice President of Economic Research.

Works closely with the NCHA Advocacy team to meet the objectives established by the Association and its Board. Assists the advocacy team with the development of policies and positions as necessary, and provides data as necessary to support the Association’s positions.

Works closely with Vice President on data analysis and collection matters, and on provision of data, reports and other deliverables to members and others within parameters of NCHA and its subsidiaries’ contractual agreements.

**External Relationships:**
Works closely with financial staff at hospitals and health care organizations.

**Interested candidates should submit a resume, written description of past financial project or sample of work and cover letter to andi_position@ncha.org or mail to Dr. Sarah Broome, PhD, NCHA, PO Box 4449, Cary, N.C. 27519. References will be requested of final candidates.**

January 2013