



Job Title: Business Analyst
Department: Finance
Reports To: Director of Finance
FLSA Status: Exempt

Summary: Physicians United Plan, Inc. ("PUP") is a fast growing Medicare Advantage HMO located in Orlando, FL. PUP is led by a dynamic and energetic executive team to become the leading health plan in Central FL. PUP is seeking a Business Analyst to support the company's accounting and finance operations. This individual must be passionate about providing the highest levels of customer service throughout the organization to drive results.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Responsible for maintaining & updating the Finance department Policies & Procedures.

Provides detailed analysis related to revenue, benefit expense and administrative costs.

Works with funding authorities to correct or adjust payment discrepancies.

Partner with multiple departments within the organization to comply with financial processes for CMS (Center for Medicare & Medicaid Services).

Responsible for creating, developing, and maintaining financial dashboard by accessing data from multiple sources and presenting meaningful, accurate, and relevant information, including key actionable metrics.

Develop, maintain, & update a Finance Calendar that lists all the routine processes of the department to ensure key deliverables are not missed.

Prepares and analyzes basic monthly actual to budget/forecast variances; Provides meaningful variance analysis to identify business trends.

Provides ad-hoc reporting and data presentation based on company needs.

Helps improve operations through metrics reporting and process improvement.

Assists in budgeting, forecasting, financial reporting, and analysis of measures to allow the company to make good business decisions.

Other duties as assigned.

Supervisory Responsibilities

This job has no supervisory responsibilities.

Qualifications To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

Bachelor's degree (B.A) in Accounting or Finance from a four year college or university; 2 plus years of accounting/finance experience and/or training; or equivalent combination of education and experience.

Computer Skills

To perform this job successfully, an individual should have expert working knowledge of Microsoft Office software, including Microsoft Excel, Access, and Word as well as MS Internet Explorer;

Certificates, Licenses, Registrations

CPA Certification desirable, though not required.

Other Qualifications

Big 4 and CPA preferred. Insurance industry experience a plus.