



Tallahassee Orthopedic Clinic  
*The Team Behind the Team*

#### POSITION DESCRIPTION

### SENIOR BUSINESS ANALYST

#### POSITION SUMMARY

The Senior Business Analyst is responsible for supporting the finance and operations functions of TOC through various recurring and ad hoc data analysis and support. This position will report to the Chief Operations Officer and work closely with Operations and Financial Management to deliver value-maximizing analysis and operational insights that drive the executive decision-making process. Specifically, this role will be responsible for managing and reporting key operating metrics, supporting the annual budget process, delivering monthly and ad hoc operational/financial analyses of historical business performance, and executing various forecasts for practice performance, special projects, and other business-case analyses. The Senior Business Analyst is also responsible for maintaining, supporting, and upgrading databases, reports, and dashboards.

#### ESSENTIAL FUNCTIONS

- Responsible for the construction, maintenance, and quality control of operational databases that drive reporting.
- Coordinate and execute on the mobilization and consolidation of key data from disparate sources.
- Manage the development and distribution of monthly/quarterly/annual operational and financial reporting dashboards.
- Develop algorithms and analytical methodologies to support data reporting and analysis.
- Support senior management with financial, economic and strategic projects.
- Recommend and implement process improvements to drive operational efficiency for internal planning, operations, and strategy.
- Support maintenance of TOC operating dashboards, including integration of new practices and evaluation of KPIs with TOC leadership.
- Develop and implement tools to support field operations visibility and capabilities.
- Develop ad-hoc operational finance analysis based on needs from the field.
- Analyze efficiency of operational initiatives (e.g., business plans, marketing promotions, etc.).
- Support analysis and materials for monthly business reviews and Board Committee meetings.
- Proficient understanding of business strategy and business planning principles and applies to project work (areas may include but not limited to: value proposition, mission/strategy, goals/objectives, technology assessments, funding, and management/administration).
- Perform other duties associated with this position as deemed appropriate.

#### GENERAL COMPETENCIES DESIRED

- Articulates ideas and instructions in a clear and concise manner.
- Actively sets priorities and makes critical decisions in a timely manner.

#### GENERAL COMPETENCIES DESIRED (CON'T)

- Works effectively in a “matrix-management” style company, building personal credibility and trust with multiple departments and department leaders.
- Manages conflict; builds common ground, focuses on the positive and seeks constructive outcomes.
- Provides timely, effective, and constructive feedback. Creates an environment where employees and others feel valued and appreciated.
- Ability to see the big picture by thinking conceptually, imaginatively, and systematically.
- Readily adapts to change, adjusts when needed. Helps others overcome resistance to change and actively encourages and supports new ideas.

- Exhibits knowledge of, and ensures compliance with, federal and state regulatory requirements. Initiates appropriate follow-up when concerns are identified.
- Experience at a multi-site healthcare business is highly preferred.
- Understanding of healthcare services revenue cycle and revenue recognition is required.
- Proficiency with Electronic Medical Records / Electronic Health Records systems and healthcare claims data analysis preferred.
- Advanced Microsoft Excel skills with ability to create financial models.
- Proficiency with data visualization tools such as Power BI, Tableau, or similar systems is required.
- Proficiency in data transformation such as SQL, Alteryx, or similar skills preferred.
- Experience with financial statement analysis and a knowledge of corporate finance concepts preferred.
- Detail-oriented and experience multi-tasking and shifting priorities quickly under pressure and tight deadlines.
- Experience managing multiple workstreams end-to-end.
- Advanced proficiency with Microsoft suite, including Word, Excel, and PowerPoint required.

#### **PHYSICAL DEMANDS**

Requires prolonged sitting and standing, some bending, stooping and stretching. Required eye-hand coordination and manual dexterity sufficient to operate a keyboard, photocopier, telephone, calculator and other office equipment. Requires normal range of hearing and eye sight to record, prepare and communicate appropriate reports. Required ability to work under stressful conditions and to work irregular hours, including early mornings, evenings and weekends.

#### **CREDENTIALS DESIRED**

Undergraduate degree with a quantitative focus such as: Business, Finance, Data Science, Statistics, Economics, Informatics, or other relevant subject. Four years minimum total work experience, with 2+ years of experience in a similar role.