



# Employment Opportunity for: Financial Analyst

## Position Purpose

Michigan Health Information Network Shared Services (MiHIN) is seeking a Financial Analyst to join our Finance Department. The Financial Analyst will be an integral part of regular monthly, quarterly and annual activities. The Financial Analyst will also contribute with ad hoc projects involving data gathering and analysis, process improvements, pricing strategy, and other financial oversight responsibilities that come with working at a nonprofit organization.

## Essential Functions and Basic Duties

- Assist with the annual and rolling financial budget processes
- Support the FP&A Manager in the preparation and analysis of project budgets
- Create, modify, run, and analyze reports from the financial system
- Identify financial status by comparing and analyzing actual results with plans and forecasts
- Assist in accumulating and analyzing cost and revenue information for decision support
- Perform ad hoc analysis of data using MiHIN's financial system (e.g., hour reports, etc.)
- Reconcile transactions by comparing and correcting data
- Assist in developing pricing strategy for new products
- Keep the FP&A Manager and Financial Controller informed regarding any problems or issues
- Complete other accounting tasks as may be requested by MiHIN management

## Required Qualifications

- Bachelor's degree in Accounting, Business, Finance or similar field
- Proven working experience as a finance analyst (2-4 years)
- Strong Microsoft Excel skills (formulas, pivot tables, etc.)
- Ability to extract, analyze, summarize and present data
- Strong attention to detail
- Ability to follow instructions and ask questions when needed
- Ability to multitask
- Ability to solve problems
- Ability to write and communicate effectively
- Desire to grow professionally



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### Preferred Qualifications

- CPA or CMA certification
- Familiarity with accounting software packages (e.g., Great Plains, NetSuite, Quickbooks, MS Dynamics)
- Knowledge of databases and ability to write data extraction queries
- MS Excel certification
- Prior experience with both mid-level corporations and small startup organizations
- Prior cost accounting experience
- Previous experience with high tech, public sector and/or healthcare industries

**FLSA Status:** Exempt

**Position Reports to:** MiHIN FP&A Manager

**Supervisory Role:** May lead, direct, and supervise the work of a possible accounting intern

**Job Location:** East Lansing, MI

### What is MiHIN?

The Michigan Health Information Network Shared Services is Michigan's state-designated entity to improve health care quality, efficiency, and patient safety by sharing electronic health information statewide, helping reduce costs for patients, providers, and payers. MiHIN is a non-profit, public-private collaboration that includes stakeholders from the State of Michigan, health information exchanges that serve Michigan, health systems and providers, health plans/payers, pharmacies, and the Governor's Health Information Technology Commission.

### Our Culture:

MiHIN provides a stimulating, high-energy environment for a wide variety of talented people who are making a positive improvement in healthcare. We're working to build a healthier future for the state of Michigan, and we are always looking for motivated, bright, efficient professionals and interns to help advance our goals for sharing health information in ways that reduce costs and improve outcomes.

### Our Benefits:

MiHIN's health benefits are incredibly generous and quite rare in today's job market. At this time our employees realize little to no out-of-pocket expenses for excellent coverage. MiHIN covers 100% of the cost of premiums so there are no deductions from paychecks for insurance. MiHIN may also contribute to a Health Savings



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Account, known as an HSA, to cover the full or partial amount of the annual health insurance deductible. That means MiHIN currently covers the cost of premiums *and* the full or partial cost of the health insurance deductible, to minimize or completely eliminate employee out-of-pocket expenses.

### Application Instructions

- Please email cover letter, resume, and three full references to [jobs@mihin.org](mailto:jobs@mihin.org) for consideration
- Review will begin immediately as qualified candidate applications are received and will continue until the position is filled

### Notice

MiHIN does not discriminate in employment against persons based on age, color, disability, gender, gender identity/gender expression, genetic information, familial status, height, marital status, national origin, political persuasion, race, religion, sex, sexual orientation, veteran status, or weight. Applicants must be legally permitted to work in the United States and have the ability to pass a background and history check in keeping with federal and state regulations.