



Cow Creek Government Office

Financial Planning and Analyst Director

Job Code: 2150
Department: CCH&WC
Location: Roseburg
Minimum Salary: \$150,000

Position Purpose:

The Clinic Financial Planning and Analyst Director supports the financial health and sustainability of Cow Creek Health and Wellness Center. This position analyzes budgets, revenue, expenses, grant funding, and financial performance to develop strategies to assist in achieving the long-term financial objectives. This position develops key performance indicators to measure the financial health of CCH&WC, reviews past and current financial performance against budgeted estimates and develops models that assist management in understanding the financial impact of business decisions. This position identifies opportunities to optimize financial performance of CCH&WC. In addition, the analyst has oversight and day to day management over grant funded departments ensuring that grant funds are spent according to requirements and in alignment with the mission and vision.

Essential Functions:

- Prepare monthly, quarterly, and annual financial reports, including variance analysis and trend reporting
- Analyze revenue streams (IHS funding, Medicaid/OHP, Medicare, commercial insurance, grants) for accuracy and performance
- Track and report on key financial and operational metrics (e.g., cost per visit, revenue per encounter, payer mix)
- Support development of dashboards for leadership and program managers
- Assist with the annual budgeting process, including departmental budgets and program-level projections
- Develop financial forecasts based on utilization trends, staffing models, and reimbursement changes
- Monitor budget vs. actual performance and provide actionable recommendations

- Partner with revenue cycle leadership to analyze billing trends, denials, and reimbursement patterns
- Evaluate performance under All-Inclusive Rate (AIR) or Prospective Payment System (PPS) models
- Identify opportunities to improve revenue capture, including optimization of alternate resources
- Track grant funding, expenditures, and reporting requirements
- Assist program managers in understanding financial performance and allowable costs
- Conduct cost analysis for clinical programs and service lines (e.g., primary care, behavioral health, pharmacy)
- Analyze staffing models and productivity to ensure financial sustainability
- Ensure financial practices align with Tribal, federal, and state requirements
- Support internal and external audits, including IHS and grant-related audits
- Validate, and analyze data from financial systems, EHRs, and practice management systems
- Support implementation or optimization of financial and reporting systems
- Work closely with clinical, operations, and revenue cycle teams to align financial insights with operational realities
- Translate complex financial data into clear, actionable insights for non-financial stakeholders. Support presentations to leadership, Tribal Board of Directors
- Coordinate financial activities with Tribal Government Grants Manager and Finance Team
- Provide day-to-day oversight and leadership for grant funded departments.

Qualifications:

- Bachelor's degree in Finance, Accounting, Healthcare Administration, Business, or related field required
- 3-8 years of financial analysis experience required
- Master's degree (MBA, MHA, or related) preferred
- Experience in healthcare, public health, Tribal health, or government-funded programs preferred
- Experience with Medicaid, Medicare, or grant funding strongly preferred
- Certified Healthcare Financial Professional (CHFP) or Certified Public Accountant (CPA) licensure, preferred.