



The Healthcare Benefit Trust (“HBT”) strives to be an industry leader in the effective and efficient delivery of health and welfare benefits. Our core values pursue excellence in delivering outstanding customer service by valuing and respecting our employees with a high-performance culture.

## **POSITION SUMMARY**

The Financial Data Analyst, reporting to the Controller, plays a pivotal role in ensuring the accuracy and efficiency of financial transactions through the analysis, validation, and processing of monthly contributions and claims files from member organizations and third-party providers. Leveraging advanced skills in data handling and tools such as Power BI, the position communicates directly with internal and external stakeholders to resolve data discrepancies promptly. They also manage the seamless integration of external data into in-house reporting databases, contribute to financial reporting accuracy by preparing journal entries, and provide crucial consultation to member employers on various financial matters. Additionally, they spearhead initiatives to enhance systems and processes, ensure compliance with audit requirements, and actively participate in collaborative efforts aimed at improving financial operations.

## **MAJOR RESPONSIBILITIES**

1. Analyze, validate, and process monthly contributions and claims files received from third-party providers, leveraging proficient skills in handling large data files and utilizing Power BI queries and reports.
2. Communicate directly with third-party providers and internal departments to promptly resolve data and billing errors, ensuring accuracy and efficiency in financial transactions.
3. Create and upload monthly contributions and claims data files to in-house reporting databases from external sources, ensuring seamless integration while maintaining attention to detail and accuracy.
4. Collaborate with Health Authorities and other employers to analyze, validate, facilitate adjustments and upload monthly contribution files to the in-house billing system (CERS), ensuring accuracy in financial reporting.
5. Provide consultation and information to member employers regarding requirements for contribution, enrollment, and earnings file submissions, facilitating smooth transitions related to benefit plan changes, rate adjustments, and enrollment updates.
6. Generate electronic monthly accounts receivable invoices using an in-house program and ensure timely delivery to employers via email. Upload corresponding accounts receivable data to the Finance system accounts receivable subledger, maintaining accurate financial records.
7. Prepare and upload monthly journal entries to the accounting software system, ensuring accurate reflection of financial transactions.
8. Utilize Power BI and Sequel Server Reporting Services (SSRS) to run various reports and queries, extracting actionable insights to support informed decision-making processes.
9. Prepare annual audit working papers, facilitate the audit process, and ensure comprehensive documentation of financial activities.
10. Consult with internal departments and external stakeholders to resolve issues related to collective agreement interpretation and implementation, and establish policies regarding enrollment, earnings, and contributions reporting.
11. Collaborate with the internal IT department and third-party providers to resolve technical issues related to data file delivery, processing, and reporting, ensuring seamless operation of financial systems.
12. Attend quarterly employer committee meetings to address employer queries, present relevant information, and contribute to collaborative efforts aimed at enhancing financial operations and customer satisfaction.

13. Analyze and recommend controls for current and planned systems as they relate to the integration and management of benefits administration, enrolment, billing, and reporting requirements by identifying problems and writing improved procedures.
14. Lead in the development and execution of test plans and scenarios to ensure business requirements are met. Coordinates groups of business personnel who test, evaluate and validate new functions and business processes, and identify issues in software or services.
15. Design new systems, processes, and procedures to analyze and audit third-party enrolment and invoicing data for accuracy and to ensure internal and external audit requirements are met.
16. Participate in projects, committee work, and perform other related duties that do not affect the nature or level of the job.

## QUALIFICATIONS

### Education, Experience, and Occupational Certification

- A bachelor's degree in either Information Technology, Accounting, Finance, Business Administration or other related discipline, or an equivalent combination of education and experience. Coursework specialization in data analysis, financial reporting, and database management is preferred.
- At least 5 years of experience in financial analysis, accounting, and handling large data files preferably in a financial or healthcare setting.
- Certification in data analysis tools like Microsoft Power BI or SQL Server Reporting Services (SSRS) would be advantageous.

### Knowledge, Skills, and Abilities

- Understanding of healthcare benefit plans and enrollment processes.
- Proficient in analyzing, validating, and processing large data sets.
- Strong attention to detail, ensuring financial data accuracy and integrity.
- Effective communication with third-party providers and internal departments.
- Experience with uploading data files to reporting databases.
- Familiarity with the insurance industry, particularly Benefit Plan Administration.
- Proficiency in Power BI and SSRS for report generation and querying.
- Strong organizational, time management, analytical and problem-solving skills.
- Ability to collaborate with various departments and third-party providers to resolve technical issues.
- Aptitude for process improvement, including system integration controls and procedure enhancement.
- Ability to provide leadership in developing and executing test plans, and coordinating business personnel for evaluation.
- Ability to multi-task, adapt to constantly changing priorities, and meet deadlines under pressure.
- Ability to design new systems, processes, and procedures to ensure accuracy and audit compliance.
- Background in Accounting/Financial Analysis is advantageous.
- Advanced level skills in Microsoft Word, Outlook, Excel, and databases and ability to quickly learn internal computerized systems.

Please apply to this position by e-mailing a cover letter and resume to Tony Green at [HR@hbt.ca](mailto:HR@hbt.ca) and ensure to add the position title (**Financial Data Analyst**) in the subject line of the email. The salary range is estimated at \$70-80k annually.