



FINANCIAL ANALYST

Job Specification

WHO WE ARE

Encoda LLC is a technology enabled services company that has developed patented revenue cycle management tools over a 30-year time period that enhance the billing cycle. This technology is at the heart of our services and what separates us from all other RCM companies. The industry has gone past the point where a smart, experienced employee can make all the difference. In today's world of complex reimbursement, you must have both the right people and the technology to maximize revenue and timely payments.

Encoda recently completed a private equity recapitalization with Hughes & Company, positioning Encoda to accelerate Encoda's development of its rules-based workflow and analytics software and expanding use to other areas of the healthcare reimbursement cycle that continue to plague physician groups.

WHO YOU ARE

Reporting directly to the CFO, the Financial Analyst will support quarterly forecast and monthly close processes and provide insightful analysis on the financial performance of the business. This person will work collaboratively with finance leadership and business unit leads to develop financial reports and track progress against the financial plan. The Financial Analyst will also act as a strategic partner to operational teams in managing expenses and driving efficiency in operations.

This role provides his role provides an opportunity to sharpen financial acumen, deepen understanding of the healthcare industry, build relationships across all levels of the organization, and gain finance experience in scaling a leading healthcare IT company. Our ideal candidate is a self-starter who can operate in a fast-paced environment and multi-task under tight deadlines. In addition, this person will possess an intellectual curiosity and passion to move the business forward and optimize results.

A DAY IN THE LIFE

- Partner with the CFO on budgeting/forecasting, financial reporting, headcount management, and analysis of key financial metrics
- Communicate monthly results and explain the performance relative to the annual budget
- Build and in-depth understanding of key business drivers and communicate how these drivers impact the economics of the company
- Develop and maintain financial reports to optimize forecasting, tracking, and analysis of KPI's (Key Performance Indicators)
- Monitor KPI's (Key Performance Indicators) and provide relevant financial analysis and related recommendations to ensure optimization of revenue and profit
- Assist in developing, updating, and socializing our financial model and forecast
- Perform month-end close activities and help drive process improvements and efficiencies in the close process
- Manage the month-end accrual process
- Lead vendor management and AP process including executive follow-up for invoice approvals
- Utilizes cost accounting to model future projections and identify areas for improvement
- Develop ad-hoc reports and analysis to support strategic planning as needed



COMPETENCIES

At Encoda, we are big believers in competencies. Competencies are not the same as technical skills or experience. Technical skills describe 'what' you do, whereas competencies describe 'how' you do it. The following list describes the competencies required for success in our Financial Analyst role.

- **Analytical Skills:** A high level of analytical skills is required to prepare statistical and financial analyses for a variety of users. Must possess strong attention to detail and able to analyze financial and statistical data and recommend solutions.
- **Ethical Standards:** Always maintains high ethical standards, to include maintaining the confidentiality of financial and other sensitive information consistent with moral, professional, and regulatory requirements.
- **Interpersonal Skills:** Effortlessly builds and maintains productive, cooperative, and productive relationships with internal and external stakeholders. Demonstrates a strong ability to quickly connect with others.
- **Organization/Time Management:** Establishes a realistic and systematic course of action to accomplish specific goals. Possesses a strong ability to focus on multiple tasks and priorities amidst distractions.
- **Tenacity:** Demonstrates the ability and strong desire to accept broader responsibilities as the company continues to grow. strong inquisitiveness to look at a problem, provide solutions, and want to know more.

WHAT YOU WILL BRING TO US

- Undergraduate and/or graduate degree in Accounting, Finance, or Business
- 3+ years of finance, accounting, and/or financial analysis in a high-growth technology and services business (particularly in a SaaS environment)
- Expert-level analytical, financial, and valuation spreadsheet modeling skills
- Advanced understanding of Excel and/or Google Sheets
- Ability to perform difficult and complex work requiring independent judgment and practical application of advanced financial theory
- Self-starter with the ability to work autonomously in a fast-paced and changing environment
- Skills in translating an organization's financial health and providing insightful KPIs to share with decision-makers to form a holistic picture of the organization's fiscal health

WHAT YOU WILL GET FROM US

- Market competitive compensation
- Market competitive healthcare coverage (medical, dental, vision, life, and disability) and a 401(k)
- 100% remote work position
- Flexible PTO policy designed to create work/life balance
- The opportunity to be a part of a leading healthcare IT company with a strong mission and set of values

Encoda is an equal opportunity employer and offers competitive compensation and benefits package. To apply, please send a **cover letter** (required) and **resume** to FinanceJobs@encoda.com.