



Position Information

Employee Name:

Position Title:

Financial Analyst I

Program:

Financial Planning and Analysis

Work Unit:

Financial Planning & Analysis

Classification:

Research Data Analyst I

Report To:

Director of Finance Excellence

Collective Bargaining Identifier (CBID):

R01

Fair Labor Standards Act (FLSA) Status:

Covered, Work Week Group 2

Special Requirements

Conflict of Interest Designation: Not applicable.

Program Information:

The Financial Planning & Analysis (FP&A) unit serves as State Fund's strategic financial partner, providing analysis and guidance that support sound decision-making and the organization's long-term financial stability. FP&A develops, implements, and manages State Fund's budgeting and planning processes, including preparation of the annual budget, ongoing forecasts, and analysis of actual results against plan. The unit also produces internal management reports and key performance indicators and supports business leaders across State Fund with financial analysis for strategic initiatives and decisions. FP&A uses modern reporting and analytical tools to deliver timely, accurate information to leadership.

Purpose/Scope:

Under the general direction of the Director of Finance Excellence, the Research Data Analyst I (Financial Analyst I), will perform routine analytical work to support budgeting, financial reporting, forecasting, and year round financial consulting services. Responsibilities include maintaining financial models, evaluating operating scenarios, supporting improvements in management reporting, and contributing to performance measures for senior leadership. The employee analyzes financial statements, identifies issues or trends, and recommends options to the Director of Finance Excellence. Professionalism, sound judgment, integrity, and responsive customer service are expected in all work.

During the assignment, the employee participates in a rotational development program that provides broad exposure to Financial Operations, Financial Planning & Analysis, Financial Reporting, and Finance Systems & Data Support. The employee also contributes to special projects that advance cross functional and strategic initiatives. These experiences build practical knowledge of processes, policies, analytical methods, and essential soft skills while strengthening the

quality of financial support delivered to internal customers. The employee performs duties with increasing independence as competency develops and receives ongoing coaching, guidance, and feedback to support professional growth.

Essential and Marginal Functions:

In all aspects of performing the following functions the incumbent will:

- Comply with the Code of Conduct
- Maintain regular and predictable attendance and communication availability during working hours
- Establish and maintain effective working relationships and provide quality customer service in a timely manner.
- Follow State Fund's Equal Employment Opportunity principles
- Maintain a safe work environment
- Defend State Fund against fraudulent activities
- Maintain good customer relationships with internal and external business partners and stakeholders
- Properly maintain assigned equipment

This duty statement outlines the primary responsibilities and expected outcomes of the position. It is not intended to provide an exhaustive list of all job duties. Employees may be required to perform additional tasks as assigned, including work in other functional areas.

Description of Duties

30% Essential

- 1. Strengthen Business and Functional Acumen to enhance professional growth and team performance.**
 - a. Participate in rotational assignments across Financial Operations, Financial Planning & Analysis, Financial Reporting, and Finance Systems & Data Support to build broad functional expertise.
 - b. Perform job shadow activities, participate in special projects, committees, and/or task forces to ensure cross training and knowledge sharing remain relevant and effective.
 - c. Strengthen business acumen by understanding how financial activities support organizational strategy, operational outcomes, and enterprise priorities.
 - d. Demonstrate initiative in learning new tools, systems, and analytical methods, including supporting new financial forecasting models and updating job aids/instructions to maintain consistent procedures.
 - e. Build foundational technical literacy to support long term growth in Finance Systems by strengthening early skills in data structure awareness, system navigation, and basic querying, with the goal of eventually gaining proficiency in Excel (pivot tables and macros), Access, SQL, SAS, BI reporting tools (Power BI, MicroStrategy), and EPM tools such as Oracle Hyperion/Essbase and SmartView.
 - f. Develop and demonstrate key soft skills essential to the finance profession, including clear and audience appropriate communication, effective relationship building, resilience in shifting priorities, strategic thinking that links financial insights to organizational goals, emotional intelligence in stakeholder interactions, and strong problem solving abilities to evaluate issues and recommend solutions.
 - g. Contribute to a culture of learning by sharing insights, documenting processes, and supporting team knowledge building through actively participating in all hands meetings, quarterly meetings, team building events, and other enterprise wide activities.
 - h. Keep the manager apprised of status, progress, and issues related to project involvement, and seek feedback and coaching to support continuous improvement while upholding professionalism, integrity, and customer focused service in all interactions.

25% Essential

- 2. Provide financial consulting services and support to assigned programs.**
 - a. Perform basic research and data gathering for Budget Variance Analysis (BVA), forecasting and planning, and ad hoc reporting.

- b. Gain operational knowledge of program metrics and drivers and connect them to corporate objectives to strengthen financial insight.
- c. Visit/meet with regional offices as needed to develop relationships with programs and better understand operational context.
- d. Learn about specific challenging areas and financial support requirements to improve the quality of analysis and recommendations.
- e. Participate in financial planning and preparation of operating budgets to build foundational planning skills.
- f. Work closely with FP&A and FBP teams to analyze and compile information that supports FP&A's role as a strategic, value added partner to State Fund programs.

15% Essential

3. Improve the effectiveness and efficiency of management reporting.

- a. Ensure figures are cross checked and consistent across deliverables (i.e., error free) to maintain accuracy and credibility.
- b. Enhance the usability of templates by refining structure, clarity, and functionality.
- c. Ensure versions of source files are clearly labeled and updated to support reliable reporting workflows.
- d. Study reports to identify trends and insights that inform decision making.
- e. Coordinate and compile high level measures (e.g., Performance to Plan, Board Deck) for the Senior Leadership Team, Executives, and the Board.
- f. Work with the Director of Finance Excellence to evaluate issues or identify process improvements that strengthen reporting efficiency and effectiveness.

15% Essential

4. Deliver sustainable financial tools to keep the company on course.

- a. a) Develop and maintain financial models and budget variance reports that support forecasting and operational decision making.
- b. b) Support Hyperion reporting by ensuring data accuracy and timely updates.
- c. c) Create simple dashboards/scorecards by:
 - i. Reporting when Hyperion is unable to perform efficiently or effectively.
 - ii. Addressing discrepancies, changes, or data system issues immediately to minimize operational impact.
 - iii. Assisting in refining and improving Hyperion reporting and planning capabilities.
 - iv. Maintaining and utilizing financial tools to support consistent reporting.
 - v. Documenting projects and outcomes to build corporate memory and strengthen FP&A training resources.

15% Essential

5. Contribute to the planning and forecasting process.

- a. Update the Account Responsibility Matrix, FAQ's, etc based on lessons learned and current budgeting changes to ensure guidance remains accurate and relevant.
- b. Inform the manager if planning timelines cannot be met and propose alternatives when appropriate to maintain workflow continuity.
- c. Participate in the creation and analysis of surveys (if conducted) to gather insights that support planning assumptions.
- d. Enter program budgets accurately and in accordance with established timelines.
- e. Track activation and deactivation of cost centers to maintain accurate financial structures.
- f. Review plans and budgets for consistency and alignment with corporate objectives.
- g. Provide analysis of key assumptions and methods used to develop financial parameters to support informed decision making.
- h. Help develop presentation materials for the Director of Finance Excellence and identify key issues and content that effectively communicate financial insights.

Required Knowledge Areas:

- Working knowledge of the State Fund organization, Regional Office and Corporate functions, and business policies and procedures.
- Working knowledge of State Fund standard software applications.
- Working Knowledge of planning and reporting tools, use of business intelligence tools (e.g. Hyperion), and proficient desktop information tools (e.g. Excel, MS Access, MS Visio and Adobe Professional 9.0).
- Working knowledge of the insurance industry and workers' compensation industry trends and issues.
- Working knowledge of research methods and techniques including planning of studies and investigations, statistical procedures, general principles, concepts and terminology used.
- Working knowledge of financial modeling/reporting, financial reference tools, and statistics to analyze research findings.
- Working knowledge and understanding of accounting concepts.

Required Skills and Abilities:

- Ability to research, analyze, and evaluate information to make and support decisions.
- Ability to work effectively with all levels of management.
- Ability to communicate professionally and effectively verbally and in writing within a team and cross-functionally.
- Ability to work independently and as a team with co-workers and management to address and resolve issues.
- Ability to effectively work with and relate with other people.
- Ability to manage multiple projects and tasks.
- Ability to resolve sensitive issues and problems.
- Ability to learn and apply broad financial concepts and their application.
- Ability to use and develop financial models/reports and financial reference tools.

Work Environment:

Physical Requirements:

- Occasional movement of items, positioning self at various heights, ascending, and transporting equipment
- Incumbent works in the usual office environment.

Travel:

- Travel to various work sites and locations for training and/or meetings.

Emergency call backs:

- Not applicable.

Work Hours:

- Work hours may vary.

Supervisor’s Statement: I have discussed the duties of the position with the employee

Supervisor Name (Print):	Supervisor Signature:	Date:

Employee’s Statement: I have discussed with my supervisor the duties of the position and have received a copy

Employee Name (Print):	Employee Signature:	Date: