

## UW HEALTH JOB DESCRIPTION

### Senior Finance Business Partner

<b>Job Code:</b> 450027	<b>FLSA Status:</b> Exempt	<b>Mgt. Approval:</b> J. Vitello	<b>Date:</b> June 2023
<b>Department:</b> Finance		<b>HR Approval:</b> B. Haak	<b>Date:</b> June 2023

### JOB SUMMARY

The Finance Business Partner Senior (FBP Sr) provides consultative support for client groups creating a trusted and active partnership with both operations and finance. They spend extensive time working with Finance Business Partners, executives, and operational leaders to assess needs while consulting and providing complex financial analysis, financial modeling, business planning, productivity, and benchmarking support to guide decision making.

Finance Business Partner Seniors provide targeted strategic insights across departmental areas as well as enterprise wide. They base these insights on analysis of operational performance, industry dynamics, macro-economic trends and the competitor landscape. They are responsible for leveraging their foundational expertise in financial modeling, business planning, analysis, data visualization and exploration tools, general ledger, operational/clinical/technical workflows, Lean & Six Sigma techniques and technical skills to recommend targets for improvements to achieve fiscal and operational goals.

The Finance Business Partner Senior is responsible for partnering with Finance Business Partners and operational leaders to improve department contribution to the overall system financial margin. This is accomplished by providing analysis and insight that links financial information/measures to business strategies and by developing effective procedures to ensure key operational and financial targets are delivered.

The Finance Business Partner Senior works with Finance Business Partners and operational leaders to improve their financial acumen to support UW Health's Leadership competencies and their individual impact on UW Health's foundational competency of Financial Performance.

This position will serve as a member of the high performing Finance Business Partner team within the Finance Department. It will report directly to a Manager of Finance Business Partners with matrix reporting to Enterprise Analytics to enable efficient access to data and analytic tools. In addition, it will work very closely with other leaders and staff in the Strategy Office, Human Resources department and the various Finance departments.

### MAJOR RESPONSIBILITIES

Independently manage and lead the following significant and complex efforts for large areas of the organization including project management, data querying, compiling, analysis, visualizations, modeling/forecasting, and presenting in the following competencies:

#### 1) Operational and Capital Finance

- a. Development of financial impact analyses surrounding new budget requests and cost reduction strategies.
- b. Ensure operational strategic plans and funding are aligned across system budgets.
- c. Analyze statistical, clinical, and financial/healthcare trends (i.e., provider capacity/CMI/industry) as they relate to operational areas.
- d. Leverage system generated reports or develop custom reports to explore long term trends and opportunities for investigation.
- e. Prepare and present financial summaries to operational leaders and executives.
- f. Prepare customized financial statements utilizing several tools (finance systems, SmartView, SQL, QlikView) to extract and analyze large quantities of data (general ledger, purchasing, budget, volume, productivity, FTE, etc.)

#### 2) Business Planning

- a. Participate in and recommend unbiased scenario-based business actions leveraging standard business planning template financials. Ensure plans align with operational and strategic goals and objectives.
- b. Collaborate or lead complex business plans and business cases. Requires facilitating discussions with FBPs, operational leaders, the strategy team, and analytics team.
- c. Understand and leverage the use of Enterprise Patient Financial Modeling information for variation reduction and margin improvement work. Requires knowledge of data sets, system capabilities, operational goals, development, and presentation of data results.
- d. Develops patient financial modeling dashboards and reports accessed via SQL or cost accounting software.

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- e. Develops customized patient financial modeling reports and presentations for operational leaders, physician leaders, service councils or other organizational groups.
- f. Develops margin impact analyses for new program requests, program expansions or shifts, and program elimination.
- g. Ensures Finance leadership signoff on all proposals seeking approval and funding.
- h. Prepare and present financial analyses for leadership at various levels (VP, SVP, System CEO, Physician Leaders, Clinical Service Councils).
- i. Collaborate or lead business planning standards workgroups, methodology development or improvement initiatives.
- j. Collaborates on patient population design with operational leaders and analytics team.

### 3) Productivity and Benchmarking

- a. Develop and maintain productivity targets including application and influence around benchmarks and how to apply them; analyze and provide recommendations to adjust labor staffing schedules utilizing productivity targets.
- b. Lead target setting meetings with operational leaders, Finance Business Partners, and Enterprise Analytics to ensure common understanding of the proposed methodology and metrics.
- c. Provide peer review of proposed productivity targets prior to seeking approval.
- d. Present proposed targets for approval.
- e. Train leaders and Finance Business Partners on specific productivity targets.
- f. Lead productivity meetings and discussions on target progress, methodology and application.
- g. Prepare analyses to show the impact of levers on productivity (FTE, Volume, Acuity, etc.)
- h. Support the Position Control Committee and Finance Business Partners by analyzing position requests. Analysis can include volume trends, FTE trends, benchmarking, operational change impacts, business plans, and financial modeling.
- i. Understand benchmark methodologies and where to retrieve data.
- j. Collaborate with or lead Finance Business Partners, operational leaders, and analytic teams to investigate benchmark results or questions.
- k. Collaborate or lead productivity and benchmarking standards workgroups or improvement initiatives.

### 4) Operational Support

- a. Serve as the primary contact on topics related to business planning, productivity, benchmarking, and organizational finance.
- b. Independently develop and maintain trusted advisor relationships with operations leaders.
- c. Develop and maintain organizational relationships at all levels to guide and direct financial work across the system.
- d. Train new leaders in business and financial acumen, leader standard work and the tools and techniques required to be successful.
- e. Retrain existing leaders in business and financial acumen, leader standard work and the tools and techniques required to be successful
- f. Understand and communicate financial trends in client group area(s) and proactively identify opportunities for improving productivity/efficiency/utilization, cutting cost, and increasing revenue to improve margins, and increasing patient/staff satisfaction and clinical outcomes. Proactively identify the appropriate analyses, tracking methods and timeline, key players, etc. needed to take action on those opportunities. Strategies to accomplish include leveraging peer groups, professional associations, industry benchmarks, research/publications, and process improvement techniques such as UW Health Way, Lean, and Six Sigma
- g. Understand and assist areas with financial analysis and leveraging UW Health's procurement expertise while reviewing contracts, modeling contract costs and projections, including both cash outflows and inflows as applicable.
- h. Participate in or lead improvement teams and projects impacting the FBP team, the Finance Department or system stakeholders.

### 5) Analytics

- a. Leverage knowledge and skill with a variety of query tools (e.g., SQL), analytic techniques, and software platforms to analyze large quantities of data from multiple sources to design, create, and maintain dashboards, business plans, forecasts, projections and presentations, models, and statistical and financial analyses.
- b. Understand structure of data warehouse, relational databases, data source systems.

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- c. Participate in or lead recurring training and development on best practices and system application.
- d. Establish and maintain a matrix relationship with EA for access on system tools and databases.
- e. Serve as a mentor for FBPs in the analytic tools, processes and databases.

**ALL DUTIES AND REQUIREMENTS MUST BE PERFORMED  
CONSISTENT WITH THE UW HEALTH PERFORMANCE STANDARDS.**

### JOB REQUIREMENTS

Education	Minimum	Bachelor's Degree in Finance, Business, Healthcare, Mathematics, Engineering, Computer Science or related area.
	Preferred	Master's Degree in Finance, Business, Healthcare, Mathematics, Engineering, Computer Science or related area.
Work Experience	Minimum	Five (5) years of experience in Finance, Healthcare, Analytics or related position with one (1) year of experience in business planning, financial analysis or complex analysis.
	Preferred	Experience with an Academic Medical Center or Health System. Additionally, strong focus on project management, process improvement.
Licenses & Certifications	Minimum	None
	Preferred	CPA, CFA
Required Skills, Knowledge, and Abilities		<p>Analytics and Acumen</p> <ul style="list-style-type: none"> <li>• Demonstrated success delivering large and complex initiatives.</li> <li>• Demonstrated success in the financial and analytical value creation chain from analysis inception, data querying, analyzing, presenting insights, and driving resulting changes.</li> <li>• Demonstrated commitment to patient and family centered care.</li> <li>• Demonstrated professional standards related to data access, data security, data sensitivity, and data confidentiality.</li> <li>• Broad knowledge of modern health care administration practices and principles within a managed care environment and/or an academic medical center.</li> <li>• Demonstrated analytical thinking, critical thinking and project management competencies.</li> <li>• Skill and experience with SQL or other data query tools.</li> <li>• Skill and experience with Excel, Word and PPT as well as other data visualization and analysis tools.</li> <li>• Knowledge in and demonstrated successful delivery in analytical competencies. Domains include but are not limited to analytic tools and platforms, data management, data architecture, data governance, analytics education / learning, metadata, business planning and development, cost accounting, financial modeling/analysis, benchmarking.</li> <li>• Ability to operate in high-pressure situations while independently managing multiple priorities, establishing workflows, and meeting necessary deadlines.</li> <li>• Ability to apply the principles of independent logical, analytical thinking to define problems, collect data, establish facts, draw valid conclusions, and recommend solutions to complex problems and issues.</li> </ul> <p>Communication and Leadership</p> <ul style="list-style-type: none"> <li>• Excellent communication, leadership, and trust building skills.</li> <li>• Excellent presentation and facilitation skills, including making complex topics relatable and understandable.</li> <li>• Effective interpersonal relations skills promoting teamwork and collaborative alliances.</li> <li>• Inspires confidence of customers and colleagues through demonstrated integrity of work outputs and professional behavior.</li> <li>• Ability to work collaboratively across UW Health entities and disciplines.</li> </ul> <p>Teaching and Mentoring</p> <ul style="list-style-type: none"> <li>• Demonstrated experience coaching, teaching, and mentoring colleagues.</li> <li>• Demonstrated experience developing and delivering training relevant to area of expertise.</li> <li>• Self-starter with a willingness to try and invent new ideas.</li> </ul> <p>Ability to recognize personal strengths and weaknesses and develop goals for professional growth and achievement.</p>

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### PHYSICAL REQUIREMENTS

**Indicate the appropriate physical requirements of this job in the course of a shift.** *Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.*

<b>Physical Demand Level</b>		<b>Occasional</b> Up to 33% of the time	<b>Frequent</b> 34%-66% of the time	<b>Constant</b> 67%-100% of the time
<b>X</b>	<b>Sedentary:</b> Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as dockets, ledgers and small tools. Although a sedentary job is defined as one, which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required only occasionally and other sedentary criteria are met.	<b>Up to 10#</b>	<b>Negligible</b>	<b>Negligible</b>
	<b>Light:</b> Ability to lift up to 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds. Even though the weight lifted may only be a negligible amount, a job is in this category when it requires walking or standing to a significant degree.	<b>Up to 20#</b>	<b>Up to 10#</b> or requires significant walking or standing, or requires pushing/pulling of arm/leg controls	<b>Negligible</b> or constant push/pull of items of negligible weight
	<b>Medium:</b> Ability to lift up to 50 pounds maximum with frequent lifting and/or carrying objects weighing up to 25 pounds.	<b>20-50#</b>	<b>10-25#</b>	<b>Negligible-10#</b>
	<b>Heavy:</b> Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.	<b>50-100#</b>	<b>25-50#</b>	<b>10-20#</b>
	<b>Very Heavy:</b> Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.	<b>Over 100#</b>	<b>Over 50#</b>	<b>Over 20#</b>
List any other physical requirements or bona fide occupational qualifications:				

**Note:** The purpose of this document is to describe the general nature and level of work performed by personnel so classified; it is not intended to serve as an inclusive list of all responsibilities associated with this position.