



**Delaware Healthcare Association
Job Description
Data & Finance Manager**

DELAWARE HEALTHCARE ASSOCIATION JOB DESCRIPTION	
JOB TITLE: Data & Finance Manager	REPORTS TO: Vice President of Clinical Affairs & Operations
JOB SUMMARY:	<p>The Data & Finance Manager will work with the VP of Clinical Affairs & Operations to review and analyze health care related data and financial information that may impact DHA and its membership of hospitals, health systems and healthcare related organizations. The Data and Finance Manager is responsible for analyzing healthcare data to inform financial decisions and improve patient outcomes. This role requires a combination of expertise in healthcare systems, data analysis, and financial modeling to support DHA’s strategic objectives. Duties will include working with DHA staff and members, the state and other relevant data and financial entities to support our reporting and advocacy efforts. Creation and distribution of data-related reports and communications, and ongoing management of DHA’s budget will also be a responsibility.</p>
MAJOR FUNCTIONS:	<ol style="list-style-type: none"> 1. Data Analysis: <ul style="list-style-type: none"> ○ Collect, analyze, and interpret healthcare data from various sources, including electronic health records (EHR), claims databases, and patient surveys. ○ Develop and maintain dashboards and reports to monitor key performance indicators (KPIs). ○ Identify trends, patterns, and insights to inform clinical and operational decisions. 2. Financial Modeling: <ul style="list-style-type: none"> ○ Create financial models to evaluate the economic impact of health care initiatives and programs. ○ Perform cost-benefit analyses and return on investment (ROI) assessments for proposed projects. ○ Assist in budget planning and forecasting by providing data-driven insights. 3. Reporting and Visualization: <ul style="list-style-type: none"> ○ Prepare comprehensive reports and presentations for senior management and stakeholders. ○ Develop issue advocacy materials to share with policymakers and external stakeholders. ○ Utilize data visualization tools to effectively communicate complex data and financial information. ○ Ensure accuracy and integrity of all reported data. ○ Prepare DHA annual budget and associated materials 4. Collaboration and Support: <ul style="list-style-type: none"> ○ Work closely with clinical, administrative, and financial teams to understand their data needs and provide analytical support.



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	<ul style="list-style-type: none"> ○ Collaborate with IT teams to ensure data quality and integrate new data sources. ○ Provide training and support to staff on data interpretation and use of analytical tools. ○ Provide verbal updates on issues for DHA members during relevant DHA member committee meetings. ○ Provide staff support to appropriate DHA member committees. ○ Attend, monitor and provide written reports on external committees, meetings, or hearings as assigned. <p>5. Compliance and Quality Assurance:</p> <ul style="list-style-type: none"> ○ Ensure compliance with health care regulations and standards in all data handling and reporting activities. ○ Implement and maintain data governance practices to ensure data accuracy, security, and privacy. ○ Prepare financial materials and documentation for annual DHA audit <p>Other duties/projects as assigned.</p>
<p>SKILLS NEEDED:</p>	<ul style="list-style-type: none"> ● Written and verbal communications ● Research and analysis ● High degree of organization and attention to detail ● Project Management ● Experience with EHR systems and health care claims data. ● Knowledge of statistical methods and predictive modeling. ● Familiarity with health care financial management and reimbursement models.
<p>MINIMUM EDUCATIONAL REQUIREMENTS AND EXPERIENCE:</p>	<ul style="list-style-type: none"> ● Bachelor’s degree in Health Informatics, Data Science, Finance, or a related field. Master’s degree preferred. ● Proven experience in health care data analysis and financial modeling. ● Proficiency in data analysis tools and languages, such as SQL, R, Python, and Excel. ● Experience with data visualization tools like Tableau, Power BI, or similar. ● Strong understanding of health care systems, terminology, and regulations. ● Excellent analytical, problem-solving, and communication skills. ● Ability to work independently and as part of a team in a fast-paced environment
<p>TO APPLY:</p>	<p>Please email your cover letter and résumé to info@deha.org and use “Data & Finance Manager” in the subject line.</p>