

Financial and Operations Manager

About HCCI

The Health Care Cost Institute (HCCI) is an independent, non-profit research institute located in Washington, D.C. with a mission to produce research and analysis that stimulates the national conversation on the causes of rising U.S. health spending. HCCI maintains a national, multipayer, longitudinal dataset containing private health insurance claims aggregated across dozens of health insurers, in addition to Medicare Fee-for-Service data, representing about 100 million covered lives a year. Researchers and policymakers use HCCI's data to study the health care system, evaluate existing and new policies, and assess quality. HCCI's own multi-disciplinary team of researchers produces reports of import to major stakeholders in health care in an academic but fast-paced, start-up environment. HCCI partners on projects with multiple leading academic institutions around the U.S., collaborates with media organizations such as The New York Times, Vox, The Washington Post, NBC, and KHN, and provides insights and recommendations to national and state legislators. For further information, please visit our website at www.healthcostinstitute.org.

Join the Team that Drives the Debate on National Health Care Spending

We are looking for someone to oversee HCCI's daily activities who is highly skilled in human resources, finance, and IT management. The Financial and Operations Manager will increase the efficiency of existing organizational processes and procedures to enhance and sustain the organization's internal capacity.

The Financial and Operations Manager will

- Maintain constant communication with management, staff, and vendors to ensure proper operations of the organization. This includes financial, human resources, and information technology functions.
- Develop, implement, enforce and evaluate policies and procedures and regularly communicate those policies and procedures to staff
- Monitor the day-to-day financial operations within the company (payroll, invoicing, and other transactions) and prepare monthly and quarterly reporting to senior management
- Review financial reports, prepare annual budgets and financial forecasts, and maintain accounting and payroll systems
- Maintain an accurate filing and record keeping system for company documents, including financial statements
- Analyze process workflow, employee and space requirements and equipment layout.
- Manage relationships with key operations vendors

In our candidates, we look for

- Excellent business judgment, analytical, and decision-making skills
- Strong budget development and oversight skills, including experience with financial and account reporting
- Ability to synthesize large quantities of complex data into actionable information, including experience with financial modeling
- Ability to work and effectively communicate with senior-level business partners
- Excellent organizational and time management skills and highly attentive to detail
- Exceptional verbal and written communication skills
- Organized, responsible, thorough, and able to manage multiple projects simultaneously
- Proactive, willing to learn, and able to work well under pressure and with minimal supervision
- Knowledge of general business software and aptitude to learn new applications; proficiency in Microsoft Office (Word, Excel, Outlook) and working knowledge of management software programs, including QuickBooks, and payroll processing software
- Desire to work in an exciting and all-hands-on-deck environment

HCCI provides competitive salaries and benefits to full-time employees including a 403B retirement scheme with immediate vesting of a 10% employer contribution, health insurance, gym reimbursement, and other benefits.

To apply, please send a resume and cover letter to careers@healthcostinstitute.org, noting "Financial and Operations Manager" in the subject line.