



*"Providing quality patient-centered primary care services to individuals, regardless of their ability to pay."*

---

POSITION TITLE: Data Analyst, Grants and Contracts

REPORTS TO: Executive Director

Location: Administration

Position Type: Full Time

Pay Range: \$90,000 to \$110,000

**POSITION SUMMARY:**

The Data Analyst/Grants and contracts has a deep understanding of SQL and Access Systems with a deep understanding of healthcare management analytics. Responsible for building and maintaining reports and budgets to funders, including but not limited to, the Federal Government, State and Local Entities, Grantor Foundations, and Contracts. Will oversee 340b program and ensures compliance. Demonstrates experience in developing efficient strategies and business plans for all communications aspects. The Data Analyst/Grants & Contracts exercises discretion and independent judgment in substantial or important matters. The incumbent is part of the CHC Executive Management Team and will play a key role in Data Analytics, overseeing of Grants and improving our communications that fits with the values, mission, and services of CHC.

**ESSENTIAL FUNCTIONS:**

- Builds a data systems infrastructure that aligns with short-term & long-term strategic vision.
- Knowledge of the Data Management Systems, including SQL and Microsoft Access
- Oversees all reporting requirements for grants and contracts and ensures deadline deliverables are reached.
- On a weekly basis, develops and maintains a reporting process and provides timely reports to the Executive and Finance Directors on deliverables.
- On a monthly basis, develops and maintains provider productivity reporting that aligns with the CHC provider compensation plan.
- Collaborates with Program Directors to ensure all necessary information related to various grants and contracts is maintained.
- Maintains records on current federal, state, and local sources of funding.
- Assists the required data, assists, co-develops and satisfies all requirements for the Uniform Data System (UDS) report on an annual basis.
- Assists external accounts and agencies in financial audits or review of CHC fiscal operations or grant/contract reporting.
- Oversees the 340b program and ensures that CHC is compliant with 340b requirements.
- Works with 340b Third Party Vendor and provides updates CHC leadership and providers on best practices.
- Plans and organizes communications functions and operations and ensures that CHC's voice is present in the community.
- Utilizes all aspects of communication tools to promote CHC.
- Performs other related duties as assigned.

## **QUALIFICATIONS:**

- Excellent writing and communication skills.
- Extensive experience with Microsoft Excel and Access.
- Proven ability to follow-up and monitor numerous simultaneous tasks.
- Proven ability to meet hard deadlines.
- Proven ability to communicate effectively with all levels of staff personnel.
- Experience: 5+ years in Healthcare Analytics

## **The Following are Helpful for the Incumbent:**

- Knowledge of the healthcare field and the Utah community.
- Experience and/or knowledge of the medically under-served population.
- Medicaid/Medicare reporting experience.