

**Job Title: Financial Analyst**  
**FLSA Class: Exempt**  
**Location: Austin, TX**

Send cover letter and resume to [hr@county.org](mailto:hr@county.org)

### **Position Overview**

Assist the Financial Manager with financial reporting and analysis activities for the Texas Association of Counties (TAC) Health and Employee Benefits Pool (Pool). Assist the Financial Manager with reporting and analysis of the Pool's health and benefit plans, the Pool's annual renewal activities and administrative services only (ASO) group renewals. Assist Employee Benefits Consultants (EBCs) and Wellness Consultants (WCs) with financial analysis, renewal rate calculations, alternate rate calculations, wellness incentive cost impact analysis and benefit plan performance reviews. Assist with the production of responses to Requests for Proposals (RFPs) and Requests for Quotes (RFQs). Responsible for planning and developing other employee benefit program elements as directed by the department director and Financial Manager. Some travel required.

### **Essential Job Functions**

1. Provide support to Financial Manager for financial and underwriting activities of the Pool, including planning and development of other employee benefit program elements as directed.
2. Assist the Financial Manager with the financial reporting and analysis activities of the Pool's employee benefit programs, including fully pooled and ASO self-insured renewals, alternate rate calculations and plan performance reviews
3. Coordinate with the Pool's actuary and underwriter to monitor the financial performance of the Pool and develop strategies to address health care costs and the Pool's financial requirements.
4. Assist EBCs and WCs with financial analysis, renewal rate calculations, alternate rate calculations, wellness incentive cost impact analysis and benefit plan performance reviews.
5. Coordinate with the Pool's actuary and underwriter regarding Pool budget and renewal functions.
6. Coordinate with the Pool's underwriter in developing and reviewing the financial information needed to assist with responses to RFPs and RFQs as requested by the HBS Business Systems team.

7. Monitor and report on the state of the employee benefits market, including provider networks, development of new treatment regimens and pricing strategies, carrier options, and other relevant factors that may impact the Pool's operations and viability.
8. Develop and deliver presentations to Pool members as requested and at TAC-sponsored and TAC-affiliate member organization seminars and conferences.
9. Perform other duties as assigned.

### **Experience / Education Requirements**

- Bachelor's Degree in finance, math or business administration required, with emphasis in health insurance or a related field preferred.
- Experience in health insurance underwriting, finance, actuarial services, or account management of a self-insured group preferred.

### **Other Skills & Abilities**

- Position requires excellent communication skills, both written and verbal, and the ability to relate to persons with a variety of cultural, economic and educational backgrounds. Must be comfortable with a significant amount of public speaking.
- Position requires a high degree of professionalism in representing TAC and the Pool in significant contacts with elected officials, public employees, and members.
- Must demonstrate knowledge of employee benefits programs, including underwriting, contract issuance, claims handling, and cost containment.
- Skill in analyzing, interpreting and presenting numerical data and familiarity with actuarial and underwriting functions pertaining to health insurance required.
- Must be proficient in use of personal computer and Microsoft Office products including: Word, Excel, and PowerPoint.
- Must function independently with minimal supervision.
- Excellent time management and record keeping required.
- Valid Texas driver's license and good driving record required; must be able to drive.

## Physical Requirements

Position requires some travel

1.	Standing	Some functions
2.	Sitting	All functions
3.	Walking	Some functions
4.	Lifting	Some functions
5.	Pushing or pulling loads	Some functions
6.	Reaching overhead	Some functions
7.	Kneeling/squatting	Some functions
8.	Climbing stairs	Some functions
9.	Climbing ladders	Not required