



Integrated Musculoskeletal Care  
2615 Centennial Blvd., Suite 101  
Tallahassee, FL 32308

## **Job Description: Financial Analyst**

### **Job Profile**

The Financial Analyst provides consultation to executive management on strategic financial planning, accounts receivable and payable, and budgeting. A Financial Analyst is expected to take an active role in developing systems and processes to improve financial operations of the organization.

### **Duties and Responsibilities**

- Analyze current and potential revenue and expenses to implement improved company and project budgets
- Apprise and provide direction to IMC's Vice President of Finance regarding appropriate expense and revenue classifications for tracking
- Provide management with bi-monthly reports on company finances
- Manage monthly invoicing and receivables for IMC clients
- Track and manage monthly payable to IMC Affiliate locations
- Create protocols and procedures for improving IMC's finance department
- Partner with Operations Department to create revenue and cost projections for potential clients and overall business development
- Monitor cash flow and anticipated revenue to create projections and expectations around expenses
- Maintain a thorough knowledge and application of reporting, entry, and financial tracking in QuickBooks
- Develop proficient protocols for improved financial tracking using outside software and/or solutions
- Oversee Billing Department receivables and projected collections biweekly, monthly, quarterly and annually

### **Education and/or Experience**

Bachelor's degree (BA) or Master's degree (MA) from accredited four-year college or university is required; and three or more years of experience in the field is preferred.