



## Us 2 Behavioral Health Care Inc

119 N McCarthy Rd STE P, Appleton, WI 54913  
(920) 903-1064

### **Job Description | Business Analyst**

Us 2 Behavioral Health Care is an Appleton-based nonprofit agency providing the community with mental health services, professional training, consulting, and community outreach. We are seeking a full-time **Business Analyst** to join our team. Our mission is *to advance health equity by removing barriers and creating an inclusive community where people can reach their full potential*, and we take pride in being an anti-racism agency and incorporate equity, diversity, and inclusion into all aspects of our work. At US2, we operate in a small, family-oriented work environment with a team who is solutions-focused and fosters innovative thinking.

#### **Job Summary**

The Business Analyst will report directly to the Director of Operations & Finance. They will be responsible for leading business processes in a clinical office setting. The ideal candidate is highly motivated self-learner and strategic thinker with the ability to use Microsoft Excel to analyze operational and/or financial data. They must have knowledge of general business concepts and can work independently or in a team environment. Excellent written and verbal communication skills and proficiency using Microsoft products is preferred. This position may advance to a Business Lead or Manager role based on future fit, skillsets, and performance.

#### **Roles & Responsibilities**

- Manage Accounts Receivable/Payable process
- Financial Reporting, data analysis, forecasting and budgeting
- Develop, maintain, and improve business processes

- Manage digital software applications and other technology platforms
- Develop and maintain KPIs (Key Performance Indicators)
- Support grant programs with project management support
- Client services and front desk operations on a limited basis
- Supports all areas of operations, business, and ad hoc projects as needed

### **Minimum Qualifications**

- Associates degree from an accredited university
- Alignment with the agency's mission, vision, and core values
- Excellent interpersonal, presentation, and communication skills
- Demonstrate leadership, passion, and innovation at all levels
- Knowledge of fundamental business concepts
- Experience with Microsoft products; proficient in Excel
- Base knowledge in project management tools and processes
- Experience with data analysis, fundamental accounting, and cost tracking
- Knowledge of digital technology platforms, web portal management, and database management

### **Preferred Qualifications**

- Business degree (Bachelor/Masters) from an accredited university
- Knowledge of diversity, equity, and inclusion concepts
- Prior experience in a data analyst, finance, or accounting role
- Prior experience working in a healthcare or clinical setting
- Experience working in a healthcare or clinic environment
- Advanced project management skills or LEAN/CI principles
- Prior experience in a business manager role

## **Salary, Benefits and other Employment**

The annual salary for this position is negotiable and is determined by the individual's skills, experiences, degrees/certifications, and motivational fit. Normal work hours are Monday through Friday, 8 am to 5 pm while occasionally covering evening hours up to 7 pm. This position qualifies for the agency's medical, dental, vision, and retirement plans.

Other benefits include:

- Sign-on bonus
- Quarterly performance bonus payments
- 2 weeks regular vacation
- 2 weeks holiday (100% floating)
- 1 week of STO (Summer Time-Off)
- Paid sick and emergency leave
- Flexible 4, 4 ½, or 5-day workweek options
- Paid Parental Leave (Maternal, Paternal, & Adoption)

**To apply, email a cover letter and resume to Kou Yang, Director of Operations & Finance:**

[yangk@us2behavioralhealthcare.com](mailto:yangk@us2behavioralhealthcare.com)

*Us 2 Behavioral Health Care is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, sexual orientation, gender identity or any other characteristic protected by law.*

*The statements above are intended to describe the general nature and level of work performed by employees assigned to this classification. Statements are not intended to be construed as an exhaustive list of all duties, responsibilities and skills required for this position.*