



10,000 years in our Traditional Homeland, Prince William Sound, the Copper River Delta, and the Gulf of Alaska

Ilnaka Community Health Center Revenue Cycle Supervisor

The Revenue Cycle Supervisor oversees all aspects of clinic revenue cycle, including financial reporting, budget and forecast preparation. This position also oversees clinic grant reporting preparation as well as development and implementation of internal control policies and procedures.

Team: ICHC

Reports to: ICHC Operations Manager

FLSA Status: Exempt from Overtime

Supervises: Office Systems Coordinator

Salary Range: DOE

Schedule: Full Time, Regular

Last Revised: February 2021

This position requires flexibility and initiative and exercises wide latitude in determining objectives and approaches to critical assignments.

Responsibilities/Duties

- Manages all aspects of clinic revenue cycle including billing, A/R and chargemaster maintenance.
- Performs monthly reconciliation of encounters.
- Work with management in the preparation of the budget and financial forecasts; monitor and report variances.
- Prepare and analyze monthly and quarterly revenue cycle reports and identify reimbursement variances, resolving outstanding issues.
- Make recommendations and implement procedures for correcting issues with payor sources.
- Identify and report on A/R balances that are outside of typical collection periods.
- Review monthly general ledger activity to ensure quality control over financial transactions and financial reporting.
- Maintain oversight and maintenance of contractual agreements.
- Supervise Office Systems Coordinator position.
- Oversee and work cooperatively with third party coding and billing vendor.
- Evaluate the effectiveness of existing processes and efforts in areas of billing productivity, reimbursement, internal controls, and other business metrics.
- Prepare financial portions of grant applications and reporting.
- Maintain a high level of confidentiality in accordance with HIPAA and HITECH regulations, which includes only accessing appropriate information needed to perform job duties.
- Participates in community-wide health care activities such as health fairs as well as NVE hosted events.
- Supports the mission, vision and philosophy of ICHC as evidenced by compliance with all organizational policies and procedures.



10,000 years in our Traditional Homeland, Prince William Sound, the Copper River Delta, and the Gulf of Alaska

- Other duties as assigned by the leadership team.

Experience Requirement

- Five plus years of overall combined accounting and finance experience, preferably in the healthcare field.
- Experience with multiple fund grant accounting preferred.
- Supervisory experience preferred.
- Advanced experience with Microsoft Office, Pivot Tables and other advanced excel functions preferred.

Education Requirements

- Bachelor's degree in Accounting, Finance, or other related field. Experience can substitute for degree.

Certifications Required

- BLS or CPR Pro – required within 6 months of hire if not already certified.

Competencies (Knowledge, Skills and Abilities)

- Thorough knowledge of accounting and revenue cycle principles and procedures relative to the healthcare industry.
- Maintain working knowledge of CPT & HCPCS code.
- Ability to set reporting and work schedule and work to meet external and internal deadlines.
- Proficient in accounting and applied math skills.
- Attention to detail and accuracy required.
- Must have professional integrity.
- Must demonstrate flexibility and initiative.
- Must be able to communicate difficult information comfortably and accurately to coworkers, supervisor and Finance Director.
- Excellent interpersonal communication skills, both oral and in writing.
- Supports and facilitates positive interaction with others as evidenced by professional maturity, respect for others, a team-centered approach, maintenance of confidential information and an appreciation of a variety of viewpoints and diversity in the workplace.
- Excellent computer and technical skills.

Work Environment

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions for this job.
- Work is typically done in a medical office environment. Some travel may be required for training opportunities.
- Some exposure to infectious pathogens may occur.



10,000 years in our Traditional Homeland, Prince William Sound, the Copper River Delta, and the Gulf of Alaska

Performance Standard (*This position requires the incumbent to*):

- Regularly manipulate a variety of data via verbal, written and electronic media and related equipment to complete all aspects of the job.
- Must be able to effectively use oral or written methods to explain complex material to a diverse audience.
- Typically move and lift up to 10 lbs. to coordinate work.
- Constantly use memory or otherwise access mental information pertinent to work.
- Regularly be able to sit and stand for extended periods of time to complete work and attend meetings.
- Regularly be able to walk, bend, crouch and otherwise twist to accomplish work.

Disclaimer

Nothing in this job description restricts NVE's right to assign or reassign duties and responsibilities to this job at any time. By signing below, I acknowledge receipt of this job description and that my supervisor has discussed it with me.

Employee Signature Date

Supervisor Signature Date

Team Leader Signature Date