

## Job Description

<b>Job Title</b>	<b>Financial Services Analyst</b>		
<b>Reports to</b>	Executive Director, Financial Services		
<b>Effective Date</b>	01/01/2023	<b>Manager of People</b>	No
<b>FLSA Status</b>	Exempt	<b>EEOC Class</b>	2

### **ABOUT NCHA**

The North Carolina Healthcare Association (NCHA) is a state-wide trade association representing more than 130 hospitals providing acute care, ambulatory care, sub-acute care, rehabilitative, and other healthcare services. The association promotes and supports our members and associated partners by advocating for sound public policy, advancing collaborative partnerships, and accelerating innovation to improve the health of the communities where we live and work. NCHA achieves this work by leveraging the scope and scale associated with a \$20+ million-dollar organization, which is funded by members' dues, grants, and shared services.

### **PURPOSE**

Coordinates and assists with addressing key financial services needs of member hospitals focusing largely on hospital billing and reimbursement as well as implementation of various projects that meet the financial services needs of member hospitals. Aids in developing positions and policies for the Association that benefit member hospitals.

### **RESPONSIBILITIES**

- Provide coordination for the financial services team by providing some guidance and assistance to member hospitals with billing, reimbursement, and compliance issues for multiple payers, including Medicare, Medicaid, and commercial payers.
- Assist with maintaining professional relationships with payers to ensure billing, reimbursement and compliance issues are quickly resolved for member hospitals. This includes coordinating and providing support for various committees with payers and member hospital representatives to address specific financial issues.
- Coordinates research regulatory changes that would affect hospital reimbursement, billing, and compliance, with primary focus being on governmental payers, including Medicare, Tricare, and Medicaid.
- Assist with written materials as needed to keep member executives and finance staff informed of important financial issues and current developments at the national/state/local levels. This would also entail preparing presentations at education and membership programs, and other meetings related to hospital financial topics of interest.
- Assists in completing financial analyses to determine the impact of proposed regulatory changes. Analyses will be accumulated with other staff information to support the Association's advocacy efforts. Also understands the operational impact of proposed legislation and coordinates with member hospitals.
- Assists in the technical calculations of Medicaid reimbursement programs that have significant impact on NCHA members. Analyses will be worked on with other NCHA staff and individuals from

the Department of Health Benefits (DHB).

- Participate in all member lead financial services meetings to develop relationships with key financial leaders in healthcare. This would also entail preparing agendas, presentations, and key minutes.
- Performs other tasks and duties as may be assigned by senior leadership.

### **MISSION/VISION/VALUES**

- Embrace the NCHA mission to improve the health of the communities where we live and work by advocating for sound public policy and collaborative partnerships.
- Support the vision for A North Carolina where high-quality healthcare is equitable and accessible for all.
- Demonstrate the association's core values in all relationships, at all times. Respect. Integrity. Teamwork. Accountability. Perseverance.

### **INTERNAL RELATIONSHIPS**

- Works closely with the Financial Services team in assisting with the managing the various billing and reimbursement projects as needed by hospitals. Works closely with other NCHA staff in addressing ongoing payment reform options available to member hospitals.

### **EXTERNAL RELATIONSHIPS**

- Assists with frequent communication with staff of various governmental and non-governmental agencies, member hospitals, and related associations and advocacy groups.

### **EDUCATION AND EXPERIENCE**

- Bachelor's degree in Business or Accounting, required.
- Minimum of two (2) years of experience; minimum of 2 years of experience in business/finance and/or healthcare reimbursement and finance areas.
- Excellent communication skills, both oral and written, and ability to advocate NCHA positions with outside organizations.
- An equivalent combination of education, training, and experience may be considered.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Excellent interpersonal, communication, and collaboration skills. Good problem-solving skills.
- Ability to establish and maintain effective working relationships with co-workers, managers, and clients.

### **WORK ENVIRONMENT AND PHYSICAL DEMANDS**

- Work performed mostly in an office or home office environment.
- Use a computer throughout the workday.
- May require occasional travel.

*North Carolina Healthcare Association is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, religion, age, sex, national origin, veteran status, disability, sexual orientation, or other protected status.*