

## Job Description

<b>Job Title</b>	<b>Director of Financial Services</b>		
<b>Reports to</b>	Vice President of Financial Policy		
<b>Effective Date</b>	May 29, 2018	<b>Manager of People</b>	No
<b>FLSA Status</b>	Exempt	<b>EEOC Class</b>	1.1

### **ABOUT NCHA**

NCHA is a statewide trade association representing more than 130 hospitals providing acute care, ambulatory care, sub-acute care, rehabilitative, home health and hospice services, behavioral health services, state psychiatric inpatient services and veterans' 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 leverage the scope and scale associated with a \$12+ million-dollar organization, which is funded by members' dues, grants, and shared service.

### **PURPOSE**

Addresses key financial services needs of member hospitals focusing largely on hospital billing and reimbursement. Plans, organizes, directs and implements various projects that meet the financial services needs of member hospitals. Assists in developing positions and policies for the Association that benefit member hospitals.

### **RESPONSIBILITIES**

- Provides guidance and assistance to member hospitals with billing, reimbursement, and compliance issues for multiple payers, including Medicare, Medicaid, and commercial payers.
- Maintains a professional relationship 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.
- Researches regulatory changes that would affect hospital reimbursement, billing and compliance, with primary focus being on governmental payers, including Medicare, Tricare and Medicaid.
- Contributes 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 making 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.
- Serves as Medicare Recovery Audit Contractor (RAC) Liaison for North Carolina, which includes leading all RAC activities between the Centers for Medicare and Medicaid Services, RAC Contractors, and NCHA member hospitals. Communications are generated and distributed on the progress of RAC activity and other updates to members.

- Serves as Medicare Integrity Contractor (MIC) Liaison for North Carolina, which includes leading all MIC activities among CMS, MIC Contractors, and NCHA member hospitals. Communications are generated and distributed on the progress of MIC activity and other updates to members.
- Performs other tasks and duties as may be assigned by senior leadership.

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

- Embrace the NCHA mission to promote improved delivery of quality and affordable healthcare in North Carolina through leadership, advocacy, information, and education in its members' interest and for public benefit.
- Support the vision for the highest possible level of quality healthcare delivery throughout North Carolina.
- Demonstrate the association's core values in all relationships, at all times. Integrity: Conduct yourself ethically and honestly. Excellence: Strive for excellence in all things, in all ways. Leadership: Lead towards the future through commitment to a healthy North Carolina.

### **INTERNAL RELATIONSHIPS**

- Works closely with the Vice President of Financial Policy in 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**

- Communicates frequently 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.
- CPA or Master's degree in Business or Accounting, Healthcare Administration, Public Policy, or related field, preferred.
- Minimum of seven (7) years of experience; minimum of 5 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 environment.
- Use a computer throughout the workday.
- May require occasional travel.

Please send a cover letter and resume to [HR@ncha.org](mailto:HR@ncha.org) by Friday, July 27, 2018. Thank you!

*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, sexual preference, or other protected status.*