

HEALTHSMART MANAGEMENT SERVICES ORGANIZATION, INC.

JOB DESCRIPTION

JOB TITLE:	Risk Pool Financial Analyst
DEPARTMENT:	Finance – Reimbursement and Recovery
CLASSIFICATION:	Full Time (Non-Exempt)
REPORTS TO:	AVP and Director - Finance – Reimbursement and Recovery
EFFECTIVE:	April 2022

POSITION SUMMARY:

Responsible for performing the day-to-day hospital risk pool and shared risk pool oversight. Includes general ledger accounting, financial reporting, claims analysis, capitation payment testing and analysis for assigned functional areas. Ability to prepare detailed risk pool reporting; monthly reporting, develop and track revenue projects, and confidently present to high level health plan, physicians, hospital leadership and executives.

EDUCATION & EXPERIENCE REQUIREMENTS:

- Must have strong accounting & analytical (quantitative as well as qualitative) skills.
- Strong financial analysis foundation creating forecasts and models
- Proficiency with Microsoft Excel is required; familiarity with data query/data management tools extremely helpful (Access, SQL, Business Objects)
- Must possess excellent communication and willingness to learn and retain
- Experience in Accounting/Finance and managed care - risk pool reconciliation preferred

DUTIES/RESPONSIBILITIES:

- Assistance with preparation of month-end, quarter-end and year-end close (e.g. Revenue, expense JE)
- Assistance with and support in Budgeting & Forecasting
- Assistance in researching and preparing variance analysis and explanations.
- Assistance and support in the preparation and analysis of monthly management reporting of financial results
- Assistance with performing balance sheet account reconciliations, account analysis, accrual calculations, and other related accounting analysis.
- Support IBNR Calculations
- Support preparation and administration of Stop-Loss Insurance Billing and Collections
- Support preparation of annual audit schedules
- Support 1099 Reporting, as needed.
- Assistance with preparation of estimated quarterly tax payments, if needed.
- Support Risk Pool Accounting
- Assistance with performing special projects to improve process efficiency and performance.
- Cross train as back-ups other staff for their continued growth and in the case of emergencies.
- Other duties as assigned.

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Work Environment, Physical Demands, and Mental Demands:

- Constant sitting while using the computer terminal.
- Constant use of sight abilities while reviewing documents.
- Constant use of speech/hearing abilities for communication.
- Constant mental alertness, must possess planning/organizing skills, and must be able to work independently under deadlines.

Print Employee's Name

Date

Employee's Signature

cc: Employee
Employee's File/HR
Manager and Supervisor