

HEALTH FINANCIAL ANALYST

Department: Human Services

Classification: Competitive

Specification Number: 1940

Approved: 8/24/23

Revised: By JG

MINIMUM QUALIFICATIONS

OPEN COMPETITIVE

Graduation from a college with federally-authorized accreditation or registration by NY State with a Bachelor's Degree in Business Administration, Finance, Accounting, Health Administration or a related field and two (2) years of experience in the analysis of financial statements or accounting or medical billing.

NOTE: Additional relevant education from a New York State or regionally accredited college or university may be substituted for experience on a year-for-year basis up to a maximum of one (1) year.

DISTINGUISHING FEATURES OF THE CLASS

An employee in this title performs highly specialized work involved in financial transactions related to health care issues within the Town. Work involves the development and implementation of health care payments and revenue collection, and the monitoring of established systems. The incumbent works with considerable independence and utilizes financial skills in the performance of duties. Work is reviewed through reports and conferences by the Deputy Commissioner or Commissioner. Does related work as required.

TYPICAL WORK ACTIVITIES

- Performs analyses of information pertaining to health care finances;
- Develops and implements procedures for the payment of health care bills and collection of revenues;
- Prepares bills to clients and third party insurers;
- Monitors the effectiveness of collecting revenues from public and private payers;
- Prepares budgets and audits claims for all agencies contracted with the department;
- Assists in the preparation of forecasts to determine revenue sources;
- Acts as liaison between the department, other contract agencies and federal and state agencies;
- Assists in the preparation of cost reports for various department components;
- Assists in the preparation of the department's annual budget.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Thorough knowledge of the principals, practices, and methods of health financial work; good knowledge of accounting principles and procedures; good knowledge of the general principles of public finance administration; ability to analyze facts and exercise sound judgment in arriving at conclusions; ability to maintain a variety of records and to prepare reports; ability to express oneself clearly and concisely, both orally and in writing; physical condition commensurate with the demands of the position.