

Director of Budgeting & Reimbursement

The University of Vermont Health Network

Job Location: Plattsburgh, NY

Full Time/Days

JOB SUMMARY:

In general, the Director of Budget & Reimbursement is responsible for two key components of financial management. The first is to manage the development of the annual operating budget for CVPH Medical Center (CVPH) & Alice Hyde Medical Center (AHMC). The second is to oversee both CVPH and AHMC revenue reporting and third party and government payor reimbursement functions. which includes – but not limited to:

- Prepare the appropriate templates to develop the budget by all concerned departments.
- Comply with the network approved process of budgeting regarding the deadlines and the management of the budgeting process.
- Partner with department leaders across the organization to critically examine budget submissions for correctness, accuracy and completeness; and conformance with established procedures, regulations, and organizational objectives.
- Consolidate the information and suggest suitable amendments in the budget to the executive leadership team.
- Analyze actual results to budgets and forecasts and drive the discussion to address variances with leadership.
- Manage the preparation of all Institutional Cost Reports including filing, audits and appeals. Leverage internal and external resources to optimize the reimbursement positions taken by CVPH and AHMC.
- Oversee and implement where appropriate any changes driven by Federal or State government regulatory payment changes. Coordinate with UVMHN colleagues to keep abreast of these issues.
- Oversee monthly accounts receivable net revenue valuations.
- Revenue cycle performance reporting and analysis.
- Oversee Charge Description Master (CDM) maintenance and compliance.
- Participate in the development of pricing strategies and implementing those strategies.
- Prepare ad hoc financial analysis related to the operations of both CVPH and AHMC.

MINIMUM REQUIREMENTS:

- Five (5) years progressive experience in finance, operations analyses and/or reimbursement accounting or a related field required. Ten (10) years preferred.
- Demonstration of strong analytical, financial, communication, organizational and problem solving skills required.
- Strong Microsoft office skills to include those Word, Excel and PowerPoint required.

EDUCATION/LICENSES/CERTIFICATIONS:

- Bachelor's Degree in Finance, business or accounting required. Master's preferred in business.
- NYS CPA license preferred.

ADDITIONAL INFORMATION:

- This position has responsibility for Alice Hyde Medical Center and Champlain Valley Physicians Hospital.

FOR MORE INFORMATION/TO APPLY:

<https://www.uvmhealthnetworkcareers.org/job/director-of-budgeting-reimbursement-leadership-us-ny-plattsburgh-75-beekman-st-31552-65/>