Join a team who cares about excellence

DIRECTOR- REVENUE CYCLE MANAGEMENT

FINANCIAL SERVICES
BERMUDA HOSPITALS BOARD

BHB ensures the highest in quality health care through service excellence, education and leadership. We seek qualified, highly motivated, and experienced professionals to work in a supportive but demanding environment.

Under the direction of the Vice President, Operational Finance, the successful candidate is responsible for the end-to-end Revenue Cycle within the Bermuda Hospitals Board, overseeing all related functions from registration through coding, billing, collection and reporting

Key responsibilities include:

- Directing the Revenue Cycle process including designing, implementing improvements and maintaining the necessary controls that drive completeness and accuracy of all revenue across BHB
- Providing leadership to the Revenue Cycle Teams, including the management of Accounts Receivable, Billing, Credit and Collections, Admitting and the Client Representative Teams
- Fostering communication between interdependent teams such as Billing, Credit and Collections, Admitting, Clinical areas and Health Information Management Systems (HIMS) to improve the understanding and execution of the Revenue Cycle process
- Working closely with other members of Finance senior management, monitoring and providing monthly, quarterly and annual reporting on various components of the Revenue Cycle including revenue, accounts receivable, bad debts, credit and collections
- Assisting in the preparation of the annual budget submission to Bermuda Government for Subsidy and Grants requests and new health care initiatives
- Ensuring the proper accounting for Miscellaneous Revenues, Deferred Income and Donations
- Developing, monitoring and reporting on key performance indicators relating to revenue, receivables, bad debts, collections and cash; ensuring achievement of BHB strategic initiatives
- Undertaking other assignments as directed from time to time by the VP Operational Finance that relate to the Operations of the Finance Team

Qualifications &/ Registration required:

- Bachelor's degree in Business, Economics or related field with ten years post qualification experience and five years leadership experience
- Certified as a CPA, CA, CMA, CFA or equivalent and possess membership in good standing with the appropriate professional organization
- Demonstrated experience and success with improving Revenue Cycle systems and processes
- Proven ability to communicate effectively with and influence Executive Teams and external stakeholders
- Demonstrated experience managing, reconciling, summarising and analysing large volumes of data
- A proven background in business management, acquired ideally in a healthcare or hospital setting would be an asset.

Closing date for applications is: April 18, 2021. Pre-employment substance abuse screening is mandatory for all successful candidates.

If you want to make a difference, and if your experience and qualifications match the above criteria,
visit www.bermudahospitals.com, and apply through BHB Jobs NOW.
Select "Work at BHB" and follow the steps.

VISION:
EXCEPTIONAL CARE.
STRONG
PARTNERSHIPS.
HEALTHY
COMMUNITY.

Join

Bermuda Hospitals Board

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