

Planned Parenthood® of Indiana

JOB TITLE: **Manager of Revenue and Finance**

REPORTS TO: Controller

FUNCTION: Responsible for managing the general accounting function and revenue cycle at Planned Parenthood of Indiana. Oversees the completion of ledger accounts and financial statements. Evaluates and makes appropriate improvements to internal accounting and revenue cycle processes ensuring that practices are in line with the overall goals of the organization. Prepares, examines and analyzes accounting records, financial statements, balance sheet and other financial reports to access accuracy, completeness and conformance to reporting and procedural standards. Also prepares, examines and analyzes revenue cycle information, including billing and bad debt write offs. Acts as liaison with outside collections agency.

ESSENTIAL FUNCTIONS:

- Supervises staff that perform accounts receivable, accounts payable and billing functions.
- Prepares and posts all monthly journal entries to general ledger entry.
- Calculates and posts deposits to accounting software database.
- Prepares monthly Title V, Title X, State Board of Health and other miscellaneous claim vouchers for reimbursement.
- Analyzes and reconciles balance sheet account for accuracy.
- Maintains and reconciles fixed assets.
- Analyzes and prepares monthly funding transfers to and from General Operating.
- Prepares internal financial statements and customizes various financial statements as needed.
- Prepares year-end paperwork for outside independent agency audit. Also responsible for the completeness and accuracy of the paperwork or necessary reports.
- Prepares agency corporate tax return, property tax returns, BCRR reports.
- Prepares individual health center and other miscellaneous income and expense statements as requested by other departments.
- Prepares monthly QuickBooks cash receipts for reconciling to Raiser's Edge.
- Prepares property tax exemption applications.
- Prepares quarterly sales tax reports; supporting health center documentation as required.
- Ensures agency revenues are processed in an efficient and effective manner.
- Participates in billing systems design to insure maximum collection of revenue and establishes policies and procedures for effective billing and collection processes.
- Performs technical analysis of payor activity.
- Advises the organization regarding billing and collection issues.
- Evaluates and resolves billing system problems.
- Reviews, coordinates and updates all payment options and methodologies to insure accurate and timely collection of revenue.
- Reviews, coordinates and implements all changes to payor claim submission

processes.

- Identifies and negotiates contracts between PPIN and private insurance companies for PPIN to be recognized as in-network provider and completes required credentialing for such contracts.
- Maintains returned check records; makes entries into the E-Medsys system for patient information and billing purposes.

*Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

EDUCATION AND EXPERIENCE:

Bachelor's degree or equivalent experience along with 3-5 years accounting and medical billing experience with a strong understanding of medical billing coding, Medicare rules and regulations, Medicaid, private health insurance, and Health Insurance Portability and Accountability Act requirements and record retention compliance. Certified medical coder preferred. Specific experience with accounting principles, medical billing and accounting and billing software desirable.

REQUIRED COMPETENCIES:

DEVELOPING/DIRECTING OTHERS: Strives to improve the skills of subordinates or others by providing clear, behaviorally specific performance feedback, effective coaching and mentoring, and development experiences and opportunities. Uses interpersonal style and the power of one's position to set expectations for others, enforce standards, and tell others what they must do towards the accomplishment of identified goals and objectives. Ensure that ethics and honesty are valued and exhibited in work products and daily behavior of self and others.

CUSTOMER SERVICE: Demonstrates concern for meeting internal and external customer needs in a manner that provides satisfaction. Anticipates additional needs of the customer beyond their current use of Planned Parenthood of Indiana services. Understands and finds solutions within the limits of what is available. Can solve problems with minimal disruption. Communicates openly and directly. Able to change communication style according to the needs of the audience and the situation.

TEAMWORK: Able to gain cooperation from others and work collaboratively toward solutions which generally benefit all involved parties. Proactively identifies opportunities to assist others and ensures that information is communicated accurately and timely to all necessary parties. Behaves honestly and ethically. Communicates openly and directly. Able to change communication style according to the needs of the audience and the situation.

PLANNING AND ORGANIZING: Establishes a systematic course of action to accomplish specific objectives. Determines priorities and uses time effectively. Completes the workload required of the position. Able to change priorities according to the work load and asks for assistance as appropriate.

ACHIEVEMENT ORIENTATION: Self-starting. Independently demonstrates a desire to set and meet objectives, to find a better or more efficient way to do things, and to compete against a self-defined standard of excellence.

ATTENTION TO DETAIL: Thorough in accomplishing a task. Double checks work before turning in. Accurately completes all areas involved no matter how small.

EXPERTISE (Technical or Procedural): Possesses specialized knowledge or skills to accomplish a result.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand; walk and reach with hands and arms. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception and ability to adjust focus. The noise level in the work environment is usually moderate.

SPECIAL REQUIREMENTS:

Ability to maintain confidentiality of all Planned Parenthood of Indiana business and activities on and away from the job.

Must provide proof of adequate automobile insurance coverage.

LICENSES: None

CREATED: October 2009

HOURS: full-time

OVERTIME EXEMPT: Yes

Employee's Signature

Date

Supervisor's Signature

Date