



Financial Analyst II

Job Code: FIP061

SALARY INFO:

Annual Salary: \$32,971 - \$47,101

Pay Grade: J

AGENCY SUMMARY:

The Georgia Department of Community Health (DCH) is one of Georgia's four health agencies serving the state's growing population of almost 10 million people. DCH serves as the lead agency for Medicaid, oversees the State Health Benefit Plan (SHBP), and includes Healthcare Facility Regulation, impacting one in four Georgians. Through effective planning, purchasing and oversight, DCH provides access to affordable, quality health care to millions of Georgians, including some of the state's most vulnerable and under-served populations. Six enterprise offices support the work of the agency's four program divisions. DCH employees are based in Atlanta, Cordele and across the state.

JOB SUMMARY:

DCH is seeking qualified candidates for the **Financial Analyst II** position for the **Office of Financial Reimbursement**. Under general supervision, the Financial Analyst II performs professional level finance, accounting, and fiscal control functions. This role also performs and/or oversees financial planning, documentation, analysis, reporting and system development. They may coordinate the design or implementation of financial/accounting/budget-related systems and reports.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Prepares, reconciles, and performs analysis on Medicaid reimbursement rates and supplemental payments.
2. Assists with the implementation of Medicaid provider reimbursement methodology and supplemental payment methodology changes related to specified categories of service(s).
3. Reviews and prepares the reimbursement rate and supplemental payment elements on a monthly, quarterly, or annual basis.
4. Retrieves cost settlement data from vendor websites and other reliable sources and completes calculations.
5. Creates, updates, and maintains templates used for various reimbursement rates and supplemental payments.
6. Maintains provider files to include all documentation, rates, and correspondence in Laserfiche for logging and tracking purposes.
7. Assists in the review of the departmental or policy changes which may impact the unit's settlement payments or rate calculations.
8. Assists in the review of state and federal reporting regulations, guidelines, policies, and procedures enacted into law to determine impact on Medicaid policy.
9. Performs job responsibilities with minimal supervision.



MINIMUM QUALIFICATIONS:

- Bachelor's degree or higher in a related field from an accredited college or university **AND** one (1) year of professional experience in a related area,
OR
- Associate's degree in a related field from an accredited college or university **AND** two (2) years of professional experience in a related area,
OR
- Two (2) years of professional experience in general accounting, billing, and collection systems and/or claims.

PREFERRED QUALIFICATIONS:

Preference will be given to candidates who, in addition to meeting the qualifications listed above, demonstrate some or all of the following skills/experience:

- Accounting, Finance or Business experience in a healthcare setting.
- Ability to work with highly confidential and sensitive information.
- Knowledge of Microsoft Office Suite applications, i.e., Word, Excel, PowerPoint, and Outlook.
- Intermediate Excel skills – Creating Pivot Tables, VLOOKUP Functions, SUMIF Functions, Concatenate Function, Text to Column Function.
- Two (2) years of professional experience in general accounting, finance or claims analysis.

KEY COMPETENCIES:

- Independently plans and prioritizes work to accommodate various program deadlines within unit and division.
- Ability to use technical judgment in determining the accuracy and completeness of financial information.
- Ability to perform with attention to detail.
- Ability to comprehend and follow established policies/procedures.
- Demonstrates effective verbal and written communication skills.
- Proficient in the use of Excel and other Microsoft Office programs.