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Mgr Accounting-312889

Description

OptumHealth is part of the family of companies that make UnitedHealth Group one of the leaders across most major segments of the US health care system.

If you want more meaning in your career - as a clinician or a business professional - think of OptumHealth as your calling.

By providing 60 million Americans with information, tools and solutions, we are helping to guide them through the health care system, financing their health care needs, and enabling them to achieve their personal health and well-being goals.

Manages OptumHealth Behavioral Solutions (OHBS) day to day billing, collection, and banking operations. Ensures the integrity of eligibility-based billing systems, and investigates significant variance. Responsible for reporting key billing, receivable, and collection information to management. Oversight of the commission payment process. Assists in the financial planning process.

PRIMARY DUTIES & RESPONSIBILITIES:

- Management of billing operations. Primary duties include new customer set up, integrity of eligibility-based billing processes, and reconciliation of paid vs. eligibility discrepancies. Oversight of the claims reimbursement billing process.
- Communicates directly with all key departments to resolve escalated issues relative to invoicing, credits, and general Billing Department processes and/or procedures.
- Manages collections of billed and self-billed customers. Involvement in customer payment issues. Works closely with Account Management as needed to ensure effective collection effort. Ensures that external collections are credited to UBH's bank accounts in the most effective manner.
- Manages the DSO and Accounts Receivable reporting process. Identifies trends and variances from targets and communicates with responsible management regarding problem or slow paying accounts. Identifies key drivers causing variances to plan.
- Responsible for developing and analyzing methodology for bad debt provision and reserve for retroactivities; Monitors and ensures the level of reserve is appropriate.
- Oversees OHBS banking operations. Implements and/or revises banking structure according to business requirements. Works closely with UHG Treasury Operations regarding banking and cash investment requirements.
- Oversees monthly intersegment chargebacks for services provided by OHBS to affiliates. Ensures integrity of rates and accuracy of intersegment revenue.
- Serves as the key contact for interpretation of contracts relative to invoicing and ensuring effective and accurate handling of revenue recognition matters.
- Assists in establishing monthly contractual billing and resolve issues related to invoicing and revenue recognition.
- Coordinate with various departments when new products/business processes are introduced in order to ensure that billing occurs properly.
- Responsible for establishing and implementing strategies, processes and procedures.
- Document, monitor, and execute Policies and Procedures related to Billing ensuring success of internal audit compliance.
- Support audits and general accounting requests for documentation on customers and invoices.
- Continuously streamlines processes and procedures.
- Improve department's bench strength; Manage, train, and develop staff directly and indirectly reporting to this position as required and appropriate in accordance with corporate guidelines.

Qualifications

SKILLS & EXPERIENCE

- BA degree in Accounting/Finance required.
- CPA or MBA preferred.
- 8 + years of related work experience in a high growth environment.
- Some related work experience in healthcare industry a plus.
- Excellent verbal and written communication skills.
- Strong interpersonal skills working with people from all disciplines within the organization.
- Must be self-starter capable of setting personal and subordinates goals and objectives.
- Strong computer skills.

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- Detail orientation and exceptional organizational skills.
- Strong customer service skills.
- Proven analytical/problem-solving skills.

At OptumHealth, you will perform within an innovative culture that's focused on [transformational change in the health care system](#). You will leverage your skills across a diverse and multi-faceted business. And you will make contributions that will have an impact that's greater than you've ever imagined.

Diversity creates a healthier atmosphere: equal opportunity employer M/F/D/V

UnitedHealth Group is a drug-free workplace. Candidates are required to pass a drug test before beginning employment. In addition, employees in certain positions are subject to random drug testing.

Job Accounting

Primary LocationUS-CA-San Francisco

Organization United Behavioral Health

Schedule Full-time

Number of Openings 1

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