

REIMBURSEMENT SPECIALIST (SOCIAL SERVICES)

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Director-Fiscal Operations in the Department of Social Services, an incumbent of this class is responsible for monitoring, analyzing and applying complex reimbursement methodologies and formulas relating to federal and state aid calculations for the purpose of generating financial/reimbursement reports detailing the potential impact of reimbursement rates on departmental operations. Work is performed in a complex automated financial systems environment. An incumbent of this class uses considerable independent judgment in the collection and evaluation of data, as well as in the development and application of enhanced reimbursement methodologies. Contact is maintained with departmental administrators and managers to ensure that established departmental guidelines are applied in relation to reporting expenditure and revenue data, as well as in the assignment of personnel to specific programmatic areas in which reimbursement monies can be garnered from state and federal agencies. Supervision may be exercised over the work of subordinate employees. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Uses complex automated financial systems to apply reimbursement methodologies and formulas in conjunction with extensive claims data to generate comprehensive revenue reports;

Calculates, reviews, and monitors reimbursement methodology payment rates;

Compiles departmental expenditure and revenue data relative to reimbursement rates and develops and maintains an historical database detailing financial and historical trends within the field;

Prepares monthly, quarterly and year-end reimbursement forecasts;

Participates in the development, preparation, submission and monitoring of the annual departmental operating budget as it pertains to reimbursement and revenues;

Applies reimbursement formulas for the calculation of federal and state shares in the funding of the Department of Social Services programs;

Reviews reimbursement rates on an ongoing basis and updates the reimbursement database to determine Westchester County's costs in the administration of Social Services Programs;

Develops, compiles and analyzes various revenue and reimbursement reports including departmental projections to produce variance reports for managerial use;

Processes and tracks federal and state reimbursement and settlement monies to ensure the appropriate recording of information for reconciliation purposes;

Reviews departmental information systems in relation to the interfacing of reimbursement data, claims and reporting functions to ensure that systems are integrated appropriately; makes recommendations for change/improvement or to resolve system glitches;

EXAMPLES OF WORK: (Illustrative Only)

Recommends changes in internal reimbursement procedures to achieve higher departmental reimbursement rates and to enhance financial reporting data for managerial use;

May perform other incidental tasks, as needed;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

Attends meeting, conferences and seminars as required.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the policies, rules, regulations, procedures, methods and practices of federal and state agencies as they relate to the reimbursement of Social Services program costs and expenditures; good knowledge of the financial and statistical reporting requirements of federal and state reimbursement agencies; good knowledge of the principles and practices of cost accounting; familiarity with the techniques and capabilities of complex automated financial systems; ability to apply reimbursement methodologies and formulas in manner consistent with the management objectives of the Department; ability to develop and maintain manual and automated statistical and cost reporting systems in a manner consistent with mandated governmental agencies; ability to identify, gather and compile pertinent information used to prepare detailed financial, statistical and narrative reports; ability to perform analytical reviews of rates, adjustments and complex directives in order to ascertain their impact on departmental operations, and recommend appropriate action; ability to support recommendations effectively, both orally and in writing; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; sound professional judgement; initiative; resourcefulness; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Bachelor's Degree* and five years of experience working with reimbursement methodologies, cost accounting systems or performing complex statistical accounting.

SUBSTITUTION: Satisfactory completion of 30 credits* towards a Master's Degree* in Finance, Accounting or Public Administration may be substituted on a year for year basis for up to two years of the above stated experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

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J.C.: Competitive
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Job Class Code: C2892
J.G.: XIII