



Open Position: Retirement Systems of Alabama

The Retirement Systems of Alabama (RSA) is currently seeking a Retirement Revenue Specialist. Interested applicants with a BS/BA in Business Administration (with a major in Accounting or Finance) or Healthcare Administration.

Job Title:

Retirement Revenue Specialist

Date:

February 23, 2015

OVERVIEW:

The Retirement Revenue Specialist in the Financial/Business Analysis section of the Accounting division works primarily with the Financial Reporting Manager Director, CFO and PEEHIP executives as a Financial Analyst to deliver analytical solutions. The position mainly focuses on PEEHIP related information and involves learning and utilizing various database programs to maintain data and to create reports that support decision-making processes by PEEHIP executives. Proficiency in Microsoft Office products, especially Access and Excel is necessary. Basic knowledge of SQL (structured query language) is often necessary to accomplish data mining/programming tasks. The employee in this position should be aware of current trends affecting the medical/prescription drug industry and be able to apply that knowledge to various data mining processes. This position is exposed to confidential information and must adhere to the proper HIPAA privacy policies. This position regularly takes on additional projects and is expected to apply high quality data/analysis to each one.

DESCRIPTION OF RESPONSIBILITIES:

The Retirement Revenue Specialist will be accountable for processes related to delivering analytical solutions and options based upon data mining capabilities. The position primarily focuses on PEEHIP related information and involves learning and utilizing various database programs to maintain medical benefits data and to create reports that support decision-making processes by the PEEHIP Board of Control, CEO, CFO and PEEHIP executives. The incumbent in this position should be aware of current trends affecting the medical/prescription drug industry, IRS laws, regulations and Affordable Care Act requirements and be able to apply that knowledge to various data mining processes. Reconcile confidential financial information for 300,000 members with contracted health insurance providers and state/federal government entities to promote data consistency and financial well-being. Perform ad hoc and routine claims analyses by creating both summarized and detailed exception, informational, and trend reports. Maintain databases in order to provide convenient and functional references for analysis. Assist in designing and developing data reporting systems for business operations. Streamline/standardize processes by programming queries and forming macros in order to guarantee accuracy and timeliness of requested information. Frequently participate in meetings and conference calls with contracted vendors and government agencies to assist in resolving any outstanding issues or discrepancies and to remain informed of current industry events that could potentially affect PEEHIP. Assist executives and managers in meeting various departmental and organizational deadlines as needed. Assist in acquiring/analyzing data as well as standardizing processes related to new health related initiatives. Assist in acquiring/analyzing data between multiple vendors involved in new PEEHIP programs. Position will be involved with the development, implementation and performance evaluation (*including monthly metrics and analysis*), which substantiate programs' overall effectiveness and impact related to outlined goals and objectives. Incumbent will be involved with developing presentations to be utilized by management in presentations.

The above statements are intended to describe the general nature and level of work being performed by incumbent assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Successful candidate for this unclassified position will report to the Financial Reporting Manager Director.

REQUIREMENTS:**Performance Abilities / Minimum Qualifications:**

- Maintain multiple projects and meet targeted deadlines.
- Independent self-starter with problem solving / decision making capabilities.
- Project management / planning for special projects as assigned.
- Strong communication and presentation skills (written / interpersonal).
- Strong research ability and comprehensive report generation ability.

- Ability to make presentations to various size groups.
- Strong analysis / interpretation of reports and metrics based upon collected data.
- Proficiency in automation (Databases, MS Suite (including Excel, Access), Adobe, Power Point presentations).
- Valid Alabama Driver's License.

Education: BS / BA Degree in Business Administration with a major in Accounting or Finance, or Healthcare Administration

Salary Range: \$33,902.40 to \$51,376.80 annually

Resumes and your college transcript must be submitted to the Retirement Systems of Alabama P.O. Box 302150 Montgomery, Alabama 36130-2150. Attention: Human Resources Office: 334-517-7800 Fax: 334-517-7906

Submission Deadline: Monday, March 23, 2015 at 5:00 p.m.

The Retirement Systems of Alabama is an Equal Opportunity Employer