



[« Go back to job listings](#)

Accounting and Health Policy Analyst

Location: Boston, MA

Department: Provider Finance

Type: Full Time

Min. Experience: Entry Level

The mission of the Center for Health Information and Analysis (CHIA) is to be the agency of record for Massachusetts health care information, to responsibly steward sensitive and confidential data, and to objectively report reliable and meaningful information about the quality, affordability, utilization, access, and outcomes of the Massachusetts health care system.

CHIA's Provider Finance unit is seeking an **Accounting/Health Policy Analyst** to support the implementation of operational functions and data-driven pricing policy for nursing and residential care facilities. Pricing policy determines the level of payments made to these types of health care providers by state agencies, including the Commonwealth's Medicaid program (MassHealth). In fiscal year 2019, the Commonwealth spent approximately \$1.3 billion on MassHealth Fee-for-Service (FFS) per diem payments to nursing facilities, serving older adults, as well as children and adults living with disabilities. The Accounting/Health Policy Analyst will support nursing facility operations initiatives and the implementation of the FFS rates and present recommendations to CHIA's main stakeholder, MassHealth. The analyst will also assist in the enhancement and redesign of financial data collection, maintenance, and reporting processes to maximize program efficiency and sustainability. This position reports to the unit's Manager of Nursing and Residential Care Facility Rate Operations.

The salary range for this position is \$57,245.50 - \$81,952.52

Specifically, the Accounting/Health Policy Analyst will:

- Calculate and implement rates of payment for nursing and residential care facilities, through data analytics, financial reviews, written recommendations, and engagement with external stakeholders, including providers and other state agencies;
- Assist the manager in researching and calculating new or revised rates for nursing and residential care facilities based on appeals, changes of ownership, facility construction and modernization projects, rate amendments, special contracts, or add-on services;
- Learn all aspects of nursing and residential care facility pricing policy and, in collaboration with other team members, create a process sustainability program through written documentation;
- Collaborate with CHIA Pricing staff, CHIA Information Technology staff, and external consultants to support other CHIA analytic projects along with the development of enhanced electronic system(s) for data submission, storage, and analysis;

- Balance annual nursing and residential care facility cost reports, including direct keying of data into mainframe system as needed;
- Participate in project teams as needed to accomplish project goals;
- Identify opportunities to improve process efficiency, proposing and implementing innovative solutions;
- Ensure rates of payment are in compliance with Executive Office of Health and Human Services (EOHHS) regulations and policies;
- Serve as a subject matter resource to support a variety of financial and analytic projects across the unit and agency;
- Participate in stakeholder meetings and training sessions with nursing and residential care providers and other state agencies (the Executive Office of Health and Human Services, Department of Public Health, Department of Transitional Assistance, etc.);
- Implement quality assurance protocols to ensure accurate results; and
- Work independently as well as with team members in tracking completion of project components and meeting deadlines.
- Additional duties and responsibilities as assigned.

MINIMUM ENTRANCE REQUIREMENTS:

Applicant must have at least (A) three years of full-time, or equivalent part-time professional experience in business administration, accounting, health care planning or administration, public health policy or administration, human services policy analyses or administration, economics, or a similar field; or (B) any equivalent combination of the required experience and the substitutions below.

Substitutions:

I. A Bachelor's degree with a major in accounting, finance business administration, business management, economics or similar degree may be substituted for a maximum of two years of the required experience.*

II. A graduate degree with a major in accounting, finance, business administration, business management, economics, or a similar degree may be substituted for a maximum of three years of the required experience.*

*Education toward such a degree will be prorated on the basis of the proportion of the requirements actually completed.

Preferred Qualifications:

The Accounting/Health Policy Analyst must be self-motivated, an analytical and strategic thinker, and possess creativity and intellectual curiosity. The Accounting/Health Policy Analyst should also be able to demonstrate:

- Working knowledge of the Massachusetts health care system;
- Proficiency using various software applications, including but not limited to, Microsoft Excel, Word, Access and PowerPoint, and statistical analysis applications;
- Experience working on projects that cross both analytic and information technology domains;
- Knowledge of basic accounting and bookkeeping principles and nursing and residential care facility financial/cost reporting and payment systems;
- Comfortable working with large data sets with excellent attention to detail; Strong oral and written communication skills;
- Proven multi-tasker, self-starter, collaborator, and team player; and
- Experience working with people from the diverse backgrounds and experience levels.

Total Compensation:

As an employee of the Commonwealth of Massachusetts you are offered a great career opportunity influencing a wide-spectrum of services to the diverse populations we serve - but it's more than a paycheck. The State's total compensation package features an outstanding set of employee benefits which you should consider towards your overall compensation, including:

- 75% state paid medical insurance premium

- Reasonable Dental and Vision Plans
- Flexible Spending Account and Dependent Care Assistance programs
- Low cost basic and optional life insurance
- Retirement Savings: State Employees' Pension and a Deferred Compensation 457(b) plan
- 11 paid holidays per year and competitive Sick, Vacation and Personal Time
- Tuition Benefit for employee and spouse at state colleges and universities
- Extended Illness program participation
- Professional Development and Continuing Education opportunities
- Qualified Employer for Public Service Student Loan Forgiveness Program

Bargaining Unit: 06 NAGE, Reimbursement Systems Analyst II, Grade 12

At CHIA, we are committed to earning a reputation as a great place to work and build a career. So if you're excited to be part of a diverse and innovative team responsible for identifying opportunities to improve health care in Massachusetts, come join us! To apply and for more information

visit: <https://www.chiamass.gov/join-our-team/>

CHIA is an Equal Opportunity / Affirmative Action Employer. Females, minorities, veterans, and persons with disabilities are strongly encouraged to apply.

If you have Diversity, Affirmative Action or Equal Employment Opportunity questions or need a Reasonable Accommodation, please contact Diversity Officer / ADA Coordinator: Tonya Bourassa 617-701-8127.

In compliance with federal laws, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire.

6/4/2020