

Join a team who cares about excellence

BHB ensures the highest quality health care through service excellence, education and leadership. We seek qualified, highly motivated and experienced professionals to work in a supportive but demanding environment.

BENEFITS ACCOUNTANT

FINANCE

Under the direction of the Financial Reporting Manager, the Benefits Accountant will be responsible for collecting, analysing, updating and performing various reconciliation exercises associated with payroll and employee and retiree benefits of the Bermuda Hospitals Board (BHB).

Key responsibilities include:

- Auditing and reconciling monthly, quarterly and annual payroll and benefit data and providing information and analysis
- Monitoring benefits and payroll information to ensure they are correctly coded and are consistent with the Collective Agreements, policies, benefit plans, employee contracts / benefit schedules and legislation, as required in consultation with Payroll and Human Resources
- Resolving discrepancies and processes and makes appropriate corrections to ensure accuracy
- Assisting in resolving problems and makes the necessary enquiries with external vendors, insurance administrators and government agencies etcetera, to ensure that BHB's records are accurate, complete and in accordance with mandated legislation or agreements
- Processing and reconciling monthly retirement remittances to insurance billing and BHB census report in accordance with the retirement plan
- Ensuring the collection of monthly retirement health insurance remittances are correctly recorded and allocated and communicates with benefit holders to ensure prompt payment of amounts, including maintenance of invoicing and statements

Qualifications & Registration required:

- Bachelor's Degree in Business Administration with a concentration in Accounting with a minimum of five years experience
- Knowledge of employee benefit plans such as, pensions, health insurance, payroll tax, social insurance, life insurance, worker compensation, maternity and retirement benefit plans
- Extensive experience with the reconciliation of general ledger accounts to source and third party data
- Advanced experience with the performance of statistical and data modelling

CREDIT COLLECTOR

FINANCE

The incumbent will be responsible for actively locating and notifying clients or patients for payment of delinquent accounts as well as performing standard administrative tasks related to the collection of accounts, as required.

Key responsibilities include:

- Reviewing assigned patient ledger, establishing personal contact with patients regarding settlement of account, using the BHB electronic payment collection system
- Identifying patients unable to pay accounts due to financial/personal constraints and set up interviews
- Representing the Bermuda Hospitals Board in Magistrate Court, testifying when necessary in the collection of accounts
- Preparing monthly Bad Debt and Bad Debt Cash Report
- Reviewing and redirecting returned mail
- Recommending uncollectible accounts for bad debt write-off

Qualifications &/ Registration required:

- High school graduate with a minimum 2 years working with a computerized accounts receivable system, preferable in a hospital or other healthcare environment
- Previous credit collection experience is an asset
- Proficiency in the Microsoft Suite of applications and AS/400

Closing date for applications is: 20 July 2018. Pre-employment substance abuse screening is mandatory for all successful candidates.

If you want to make a difference, and if your experience and qualifications match the above criteria,
visit www.bermudahospitals.com, and apply through BHB Jobs NOW.
Select "Work at BHB" and follow the steps.



Bermuda Hospitals Board

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