

Welcome to Enzo Clinical Labs, a full service clinical reference laboratory. We are one of the leading regional labs in the country, as we combine the extensive testing capabilities of a large laboratory with the convenience and personalized service of a local one. Enzo was one of the area's first laboratories to be awarded the prestigious College of American Pathologists (CAP) accreditation. This award indicates that Enzo has passed an extremely rigorous series of inspections far more sophisticated than those mandated by licensing authorities.

Job Summary: Financial Analyst

As a Financial Analyst you will be responsible for all company calculation and analysis of accounts receivable related to insurance billings, and quality assurance of billings in progress and the supporting processes.

Responsibilities:

- Participate in design, implementation, and evaluation of process improvement activities and efforts, inclusive of process automation and development for claims, eligibility, payments, claims status, insurance find, AR workflow, reporting, and statistical review.
- Contributes ideas and opinions about revenue cycle process issues for consideration to the Billing Support team, Billing Center Management, and other related departments, including collecting and analyzing relevant data.
- Performs analysis to ensure best practice in billing center processes and to promote efficiencies in billing center operational practices.
- Reviews operations reports, documents, processes in order to improve billing center practices.
- Analyzes various reports and performance measures looking for trends and outliers.
- Works with Billing Support department to track and triage Billing Operations issues and requests.

Qualifications:

- Experience within healthcare/medical field is strongly preferred
- 2-5 years' experience
- Bachelor's or Associate's Degree in Business, or related field
- Excellent computer skills with strong proficiency in Microsoft Office
- Excellent communication skills (verbal and written)
- Excellent analytical and problem solving skills
- Strong ability to adapt to change while multi-tasking
- Excellent organization skills
- Ability to work independently