

**ARKANSAS HEALTH INSURANCE MARKETPLACE**

**Marketplace Financial Specialist for Accounts Receivable**  
**JOB DESCRIPTION**

The Arkansas Health Insurance Marketplace (AHIM) was created to manage and implement a state-based health insurance exchange in Arkansas in accordance with state and federal law. AHIM was established by the 89th Arkansas General Assembly 2013 Regular Session by ACT 1500 and is a nonprofit public benefit corporation.

**Position Title:** Marketplace Financial Specialist for Accounts Receivable

**Reports To:** Director of Finance

**Position Summary:**

AHIM is seeking an experienced Marketplace Financial Specialist for Accounts Receivable to support AHIM with handling all accounts receivable for Marketplace operation. The ideal candidate will have in-depth financial management experience, be highly motivated and self-driven. Previous experience with health insurance and/or regulatory compliance would be beneficial in this role. Excellent organizational and time management skills with a high attention to detail is required.

**Duties:**

- Ensures internal Accounts Receivable procedures are followed, including the tracking of all funds collected by the Marketplace, commitments, and proper approvals.
- Handles all invoices for consumers.
- Receives all premiums paid by consumers.
- Aggregation of all premiums paid through the Marketplace.
- Responsible for handling all invoice reconciliation.
- Manages all deposits made by the Marketplace.
- Maintains historical records by scanning and filing documents.
- Performs other duties necessary as assigned by the Director of Finance.

**Qualifications and Educational Requirements:**

- Bachelor's degree from an accredited college or university.
- General understanding of accounting principles required with 4+ years of accounting experience.
- Demonstrated understanding of financial standards, accounting and reporting practices.
- Experience in health insurance preferred, but not required.
- Must work well within a team and within a demanding, often-public environment.
- Ability to prioritize, work within tight deadlines and work on multiple projects.
- Knowledge of the Affordable Care Act preferred, but not required.
- Must have strong analytical and writing skills.
- Demonstrated maturity and capacity to navigate a complex structure and respond to shifting and fluid priorities.

Please send resumes in .pdf format to [Employment@ARMarketplace.com](mailto:Employment@ARMarketplace.com) by 5:00pm CST on May 29, 2015 with "Marketplace Financial Specialist for Accounts Receivable" in the subject line.