

The Job Source

A publication of the AMICA Center for Career Education

Bryant University, 1150 Douglas Pike, Smithfield, RI 02917-1284, tel: 401-232-6090

website: <http://career.bryant.edu> Direct correspondence to: careers@bryant.edu

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Fidelity Investments, job link: <https://jobs.fidelity.com/apply-now/search-jobs.html>

Financial Analyst IV: As a member of the Asset Management Controllership Team this individual will act both independently and as part of a work-team to support the broader Asset Management organization. This person's primary responsibility will be to develop, maintain and monitor financial controls necessary to ensure the accuracy of the books and records of the legal entities within the Asset Management division of Fidelity. This person will also serve as a liaison between Corporate Accounting and the Asset Management business community to translate business activity to financial results and accounting guidance/procedures to the business.

Major Responsibilities

- Design, implementation, review and testing of internal controls
- Preparation of financial process documentation which identifies key control risks and presents a clear explanation of conclusions drawn and recommendations made
- Oversight of monthly, quarterly and annual financial close processes including review and analysis of legal entity financial results
- Completion and/or review of regulatory financial filings and financial reporting packages for the Company's Boards of Directors
- Evaluation and translation of accounting and regulatory rules and guidance
- Support of annual external audits and quarterly review certification process
- Implementation, oversight and maintenance of intercompany arrangements
- Determination and monitoring of regulatory and internal capital requirements
- Development and maintenance of legal entity budgets and monitoring of results against plan

- Ad-hoc analysis, reporting and projects

Required Knowledge and Skills:

- Exceptional analytical and problem solving skills
- Excellent relationship building and interpersonal skills
- Strong PC and financial software skills with emphasis on Excel, Essbase and

OBI

- Excellent verbal and written communication skills
- Ability to work well in a fast paced environment
- Ability to work well in a team environment and across a matrix organization
- Confidence and ability to influence others across the organization

Required Education and Experience:

- Bachelor's degree in Accounting or Finance with 5+ years of experience or Master's degree with 3+ years of experience

- CPA or advanced degree preferred
- Previous experience as an auditor preferred but not required

Please apply via job link.

Datto, Inc., Norwalk, CT., website: www.datto.com

Senior HR Business Partner: The Senior HR Business Partner – Marketing, Engineering, Sales, & Training - will provide progressive Human Resources support to these functions. This role provides thought leadership in guiding, developing and implementing strategic and tactical HR initiatives focused on achieving business objectives.

Primary Responsibilities:

- Develop a high performance culture via performance management and feedback processes; improve Manager capability on employing these processes and obtaining Best-in-class results
- Ensure appropriate career development programs and initiatives are aligned with critical skill development and succession planning for designated teams
- Provide proactive guidance and counsel to managers and employees on employee relations issues and other development feedback
- Talent expert; ensure that the business is continuing to raise the bar and not only growing talent from within, but also importing great external talent
- Work closely with functional HR teams (Talent Acquisition, Comp and Benefits, Learning and Development, and HR Operations) to ensure the programs that are being created to support your business's needs as well as be a change advocate to help drive these initiatives into your businesses
- Be a business partner; engage in every aspect of the organizations and offer insights and points of view beyond just HR

Desired Skills and Experience:

- Bachelor's degree required, MBA preferred
- Minimum of 7 years of Human Resource generalist or related experience
- Demonstrated success in all Human Resources functional areas within a global, fast-paced, high growth environment. Must be hands-on and capable of producing work with limited to no support staff
- Must be results-oriented and demonstrate strategic thinking, innovation, and flexibility in dealing with change and ambiguous situations
- Excellent project management skills including successful leadership of projects from planning phase through completion
- Excellent leadership skills including superb communication, delivery of results, consultative skills, partnership skills and team building
- Able to work in a highly matrixed environment and take initiative without a lot of direction
- Strong willingness to better understand the business and market dynamics, trends, challenges, and opportunities and be forward thinking on how to support the business from longer term org and talent solution perspectives
- Strong learning capability, open-minded, willing to learn and try new things, able to design and deliver a solution/initiative that never existed before
- Diverse Culture awareness and curiosity•

Please apply via website.

Horizon Healthcare Partners, CEO Search Committee, c/o Newport County Community, 127 Johnnycake Hill Road, Middletown, RI 02842, Online Application Address: www.nccmhc.org

Chief Executive Officer: The organization is currently seeking a part-time (20 hour per week) Chief Executive Officer to lead and grow the position into full time employment. The HHP CEO will be responsible for developing programs and initiatives that increase the scope and capacity of the organization as a whole and the agencies that comprise the network. The individual will be responsible for utilizing the capacity of the network to seek out and obtain business opportunities not otherwise available to individual member agencies. Additionally, the CEO will be expected to take a major leadership role in the development of behavioral health, housing and related policies with the state of Rhode Island and become a prominent voice in the greater community to further the goals and programs of the organization and its member agencies. This person will also be called on to lead the organization into evolving managed care systems, such as RI Medicaid Transformation Initiative. The HHP CEO will be responsible for evaluating integration options and negotiating contracts and reimbursement structures that will solidify both HHP's and its member organizations' roles within the system.

Qualifications: It is assumed that the successful candidate will have either an MBA, an MPA or other comparable educational background, with experience in public administration or human services administration preferred. Prior senior level employment in a health care position is desired. Knowledge of the Rhode Island health care and behavioral health system is essential for this position. Prior experience in behavioral health system integration initiatives is preferred. Prior advocacy and lobby experience will also be a significant factor in the consideration of candidates. Please apply online.

Karl Storz, Charlton, MA. job link:

<https://chj.taleo.net/chj01/ats/careers/requisition.jsp?org=KARLSTORZENDO&cws=1&rid=7541>

Assistant Controller: This position is responsible for managing the Accounting function of the company. It includes ensuring proper overall general ledger accounting in accordance to General Accepted Accounting Principles (GAAP), as well as responsibility for specific accounting areas, as determined by the Director of Finance. The Assistant Controller is the primary driver of the accurate and timely monthly G/L closing process, including timing, scheduling, reconciliations and coordination with others in the Finance or other departments in the Company. Further responsibilities include active participation in the planning and preparation for the annual budget process, annual financial and other audits, as well as other duties and projects, as required. This position is also responsible for maintaining the accuracy and timely distribution of various internally used reports for the Company's management and for the Parent Company in Germany. In addition, individual is responsible for the Accounts Payable and Payroll areas, including supervision and oversight of the finance personnel in those areas.

Duties and Responsibilities:

- Responsible for complete and accurate General Ledger accounting and month end close. This may include monthly journal entries, accruals, fixed asset accounting, and other account reconciliations, including A/R, A/P, Cash, and inventory.

- Prepare and distribute various financial and informational reports for internal and external use. These reports may include monthly Income Statements, Balance Sheets, Cash Flow Statements, Department Expenses, Product Line P&L's, warranty, inventory, and other reports as needed.
- Part of the ongoing responsibilities is to identify and implement improvements in the systems of internal controls across the organization as they pertain to accounting/finance and the safeguarding of assets.
- The incumbent will be responsible for wire transfers, inter-company reconciliation, assistance with annual budget, annual audits, and interfacing with other Finance people within the KARL STORZ Group on tax and other accounting or finance related issues.
- The incumbent also supervises and manages the payroll and accounts payable departments.
- Coordinates year end audit working papers which include account reconciliations (audit binder), the preparation of financial statements and other documentation and other schedules as requested by the auditors.
- Supports the annual budget process by updating and distributing department budgets, collecting and analyzing the data, and combining data with other linked files to generate consolidated data.
- Maintains working relationships with other departments to ensure that the overall accounting system is functioning properly.
- Analyzes purchasing and other production related variances booked in SAP.
- Serves as the accounting liaison in meetings and committees.

Requirements:

- Bachelor's degree in Business/Accounting. MBA or CPA preferred.
- 8-10 years of accounting/ finance experience with at least 5 years in a management/supervisory role having similar responsibilities, preferably in a manufacturing environment.
- Solid EDP .
- Comprehensive experience with PC software applications, preferably with Excel, Access, and Word.
- Experience with computerized MRP system that interfaces with accounting software packages is required.
- Experience using SAP as it relates to FICO is critical.
- Experience with Cognos or Hyperion Essbase.

Please apply via job link.

Fuerza Laboral/ Power of Workers, P.O. Box 202, Central Falls, RI 02863

Office: 127 Clay Street, Central Falls, RI 02863, Email: info@fuerza-laboral.org

Web: www.fuerza-laboral.org

Coordinator of Cooperative Business Incubator and Fundraising:

Deadline to apply: Open until the position is filled

About Fuerza Laboral: Fuerza Laboral is a 501c3 nonprofit organization whose mission is to build the power of workers. Based in Central Falls, RI and founded in 2006, we are an organization of workers who organize to end labor exploitation. We educate and train workers on their rights, develop new community leaders, and take direct action against injustice to achieve real victories. We work together with state and national coalitions in order to have a greater impact. This is a part-time position that reports directly to the Executive Director of Fuerza Laboral.

Job responsibilities include:

- Develop and monitor sources of funds for the direct support of our cooperatives and Fuerza Laboral; also research funds and investors, banks, credit unions, individual donors and private foundations.
 - Monitor the cooperative incubator implementation process and coordinate its assessment report to the grant making foundation.
 - Be responsible for the progress and development of the cooperative incubator structure and the initial cooperative business while maintaining the ethos of developing the leadership of community members.
 - With a team prepare a 12 week training and curriculum for new members of the cooperative.
 - With the aid of allied lawyers jointly analyze the legal process of developing governance and/or constitution and operation agreements of the initial worker cooperative.
 - Develop, review and assist in the implementation of the marketing strategy with members of the cooperative.
 - Coordinate and update the database of customer contact information / membership.
- Ideal candidates will:
- Cooperative development experience, 2-3 years of working with community groups, including facilitation of meetings and coordination, decision-making and democratic mediation.
 - Ability to learn quickly and be interested in developing a variety of new skills; be able to manage and complete tasks; have the ability to work both independently and as a team.
- Qualifications:
- Experience applying for grants, making reports and developing relationships with foundations.
 - Have an understanding of racism and sexism as related to structural and economic justice.
 - Bilingual (Spanish / English) and bicultural candidates strongly preferred.
 - Recent Graduates of Colleges and Universities in Rhode Island (having graduated within the last six months) are strongly encouraged to apply
- Details of work:
- This position will be paid as a contractor with a salary commensurate to the level of experience.
 - Be available to work between 15-20 hours. This position has a term of one year with the possibility to extend. Holidays and time away offered but not compensated.
 - Candidates must be able to work out of our Central Falls, RI Office. Please email resume and cover letter.

First Marblehead, Medford, MA., job link: <http://www.firstmarblehead.com/careers/job-openings.htm>

Implementation Specialist: The Implementation Specialist will regularly serve as a liaison to school IT departments and business offices. They will participate in the sales process as called upon to provide guidance on implementation procedures, schedules and other specific areas of knowledge. The Implementation Specialist will regularly assist other Implementation Specialists in maintaining appropriate services levels. The Implementation Specialist will prioritize and work the implementation and modification Salesforce queues. This position will require project management skills, attention to detail and problem solving abilities. Effective, organized and professional communication to internal and external customers is essential.

*Works with schools to identify needs and outline solutions for thoughtful and organized implementations, including: TMS Student Account Center, Real Time Integration, Billing and Payment Processing, Payment Plans, Payment Portals and Refund & Disbursement Management.

*Works directly with school customers during design and deployment of business solutions. Directs the implementation process to maximize end-user satisfaction.

*Works with schools/end-users, sales, operations, client service, risk management, technology, and/or external vendors to fully implement desired products or services. Communicates pertinent information to management.

*Advocate the features and highlights of TMS products to ensure sales and service departments are aware of capabilities.

*Prepares presentations, gains consensus from clients, sales and service teams, and implements solutions.

*Delivers or assists with sales presentations as requested, both via web conferencing and in person.

*Completes school profile database maintenance including: Salesforce.com, Cortland applications and SFS databases

*Works Salesforce queues to appropriate Service Level Agreements; track items worked on for reporting purposes.

*Develops and reviews implementation project plans. Determines objectives, milestones, time frame, and allotment of resources to various phases of project.

*Delivers custom project training documents as directed.

*Identifies problems and researches alternatives through testing and consulting with peers.

*Participates in cross-functional teams to explore new product rollouts and current system enhancements to achieve business objectives.

Marginal or peripheral functions

*School contract administration

*Project work

*Meeting facilitation

*Supplemental Staffing when necessary

Qualifications:

*Bachelor's degree

*2 + years industry experience

Preferred Qualifications:

*Experience working in the education marketplace

* *Experience with Microsoft Office, specifically Excel

*Basic SQL query analyzer

*CAPM® Certification

Competencies/Skills:

*Strong written and oral communication skills

*Internal applications, MS office, Salesforce.com

Please apply via job link.

Business Analyst for Tuition Management Systems: Primary Responsibilities

Develop stories so that they are ready for development.

Create/Maintain process documents for production ready processes.

Participate in creating highly predictable and efficient scrum teams.

Lead day-to-day project activities required to deliver an excellent product on time.

Identify, assess and facilitate resolution to business and technical problems/issues/risks, and facilitate issue resolution and risk mitigation. Ensure effective communication between all members of the project teams. Develop and maintain a productive working relationship with all business users as well as any third party service providers/vendors.

Qualifications:

Education: A Bachelor's Degree Required.

Experience: Five or more years in business analyst operations or information systems. Familiarity with education finance industry including both Higher Ed and K12 markets a plus.

Strong technical skills coupled with business intelligence and a deep understanding of customer's needs so that they can be transformed into application and operational requirements. Please apply via job link.

Neighborhood Health Plan of Rhode Island, RI, email: jobs@nhpri.org

Client Services Coordinator:

Responsibilities include, but are not limited to the following:

- Very often the first "Voice of Neighborhood" for potential members, requiring a professional tone and exceptional level of plan knowledge
- Navigate between multiple system platforms and portals to service potential customers and document interactions
- Appropriately manages when it is required to facilitate transfer of potential members to outside decision support (e.g. Medicare – State Enrollment Broker, Commercial – HealthSource RI)
- Conducts follow up calls to further assist potential members through the enrollment process
- Follows compliance standards for new lines of business
- Serves as the Subject Matter Expert for all three business lines (Medicaid, Medicare, Commercial plans) navigating between each plan based on incoming calls and outgoing leads
- Responsible for answering complex inbound member calls regarding health plan benefits
- Serves as mentor for new staff members
- May be responsible for assisting with call center reports and ensuring call center metrics are met
- May act as the direct contact for commercial plans and assist with training initiatives for the department
- Navigate multiple technology while listening and talking on the phone with members
- Complete a needs analysis to identify the best product for the member. Goal is to determine best plan for the caller and enroll them in the plan of their choice based on caller's concerns and objectives
- Review plans and quote premiums
- Presenting prospective members with appropriate insurance solutions
- Assist members in the application process and ensure that all required information is accurate and compliant with all applicable rules and regulations
- Assist current members with issue resolution and re-enrollment (as applicable)

Neighborhood Health Plan of Rhode Island Job Opportunities

- Following up on all leads
- Follow a call plan focused on sales and compliance
- Submit complete applications in a timely manner

- Establish and maintain good working relationships with internal and external customers
 - Maintain schedule adherence (attendance, punctuality)
 - Remain knowledgeable of the industry and recent updates/legislation/changes in each product line
 - Other duties as assigned
 - Corporate Compliance Responsibility - As an essential function, responsible for complying with Neighborhood's Corporate Compliance Program, Standards of Business Conduct, applicable contracts, laws, rules and regulations, policies and procedures as it applies to individual job duties, the department, and the Company. This position must exercise due diligence to prevent, detect and report unlawful and/or unethical conduct by fellow co-workers, professional affiliates and/or agents
- Please email resume and cover letter.

Quality Auditor:

Responsibilities include, but are not limited to the following:

- Review and investigate FWA leads received from internal or external sources
 - Continuous review of active Claims Auditing software edits to streamline edits and automate when possible as well as reviewing retrospective auditing software reports
 - Work closely with Claims, Provider Engagement and Contracting and Business and Technical Services department as new edits or modifications to existing edits are recommended or installed.
 - Act as a coding resource to other Claims staff and other departments as needed
 - Identify areas of possible fraud and abuse; conduct and oversee medical chart review audits and make recommendations to other critical Neighborhood areas based on results
 - Prepare and maintain written reports of findings for all audits performed for internal tracking and possible external regulatory agencies
- Neighborhood Health Plan of Rhode Island Job Opportunities
- Represent Neighborhood in internal and external meetings/conference calls when needed to discuss audit results or perform coding education
 - Collaborates with team members, when necessary, to resolve outstanding issues
 - Perform quality control of claims adjudicated by Claims staff and scanned claims from scanning vendor to ensure accurate payments
 - Perform periodic quality control reviews for claims paid or denied based on member eligibility and coordination of benefits updates for possible adjustments
 - Prepare and maintain written reports of findings for all QC activity performed for internal tracking and possible external regulatory agencies
 - Communicate all issues to individual staff members when possible via verbal or written communication
 - Collaborates with trainers and claims management regarding necessary training for staff based on QC findings
 - Recommends improvements to department procedural guidelines when necessary
 - Recommends or notifies claims management of identified system issues
 - Special projects as assigned
 - Corporate Compliance Responsibility - As an essential function, responsible for complying with Neighborhood's Corporate Compliance Program, Standards of Business Conduct, applicable contracts, laws, rules and regulations, policies and procedures as it applies to individual job duties, the department, and the Company. This position must exercise due diligence to prevent, detect and report unlawful and/or unethical conduct by fellow co-workers, professional affiliates and/or agents

Required:

- 5+ years' experience in all aspects of physician billing, including Professional and Facility coding.
 - Minimum of 3 years direct application of coding, billing and reimbursement mechanisms.
 - Demonstrated working knowledge of medical terminology and patient records interpretation.
 - Demonstrated working knowledge and experience in chart auditing.
 - Demonstrated working knowledge of CMS, Federal or State regulations/requirements and industry reimbursement policies.
 - Demonstrated decision making skills
 - Demonstrated skills in data mining, trending and analytics.
 - Strong verbal and written communications skills
 - Excellent Customer Service skills
 - Ability to effectively prioritize and execute tasks in a high-pressure environment is crucial
 - Mathematical skills and detail accuracy Computer literate in Microsoft Office Suite of products
- Neighborhood Health Plan of Rhode Island Job Opportunities
- American Academy of Professional Coder's Certification(s), or similar certification
 - Able to work efficiently in both a team atmosphere as well as independently

Preferred:

- Prior experience with claims editing software administration
- Working knowledge of Fraud and Abuse Policies and Practices
- Prior experience with all aspects of claims department operations. Please email resume and cover letter.

Here are some suggested job listing websites that you may want to consider:

rhodeislanddiversity.com

giggijobs.com

JobsinRI.com

RIjobs.com

thingamajob.com

OneWire.com

OceanStateJobs.com

SnagAJob.com

RhodeIslandjobs.com

HelloProvidence.com

TriStateJobs.com

masslive.com

JobsinMA.com

gojobs.com

CTjobs.com

www.newenglandherc.org

WorkConnecticut.com

jobster.com

MassachusettsJOBS.com

CareerBliss

EmploymentGuide.com

www.usajobs.gov

CONNECTICUTJOBNETWORK.com

Bryant University is a nationally recognized leader in higher education, has a proud academic tradition of educating men and women, offering them opportunities to acquire knowledge and strengthen character so they can achieve success as they define it. Bryant is also dedicated to the success of our faculty and staff, and the school provides excellent benefits, training, and support so that individual talents may flourish for the benefit of its students. For a full listing of our current career opportunities, please visit our website. Bryant University is an EEO/AA employer and an institution committed to diversifying its staff.