



The Health Services Authority is responsible for the provision and administration of primary and secondary levels of healthcare services and public health functions for residents of the three Cayman Islands through a 136-bed hospital on Grand Cayman, a 18-bed hospital in Cayman Brac, satellite outpatient clinic in Little Cayman and four District Health Centers on Grand Cayman offering the most comprehensive range of inpatient and outpatient services in a single health system in the Cayman Islands.

We invite applications for the following positions:

ACCOUNTANT (Revenue)

Salary range: CI\$65,640 to CI\$74,220 per annum

Job Summary: The successful candidate will oversee the completeness and accuracy of revenue throughout the revenue cycle by monitoring daily revenue reporting, accounts receivable activities, reconciliations, and cash collections. The role is responsible for ensuring revenue integrity, supporting collection efforts, assisting with internal controls, providing financial analysis and reporting, coordinating revenue-related audits, and working closely with operational departments, Patient Financial Services, and Finance to optimize revenue cycle performance.

Qualifications & Experience: The successful candidate should be a licensed professional Accountant. Must have three to five (3-5) years' experience in a hospital revenue accounting environment. The successful candidate will be knowledgeable in the full suite of Microsoft Office with superior knowledge of spreadsheets, database, word-processing and other software. The candidate should have supervisory experience in a similar setting. The candidate should possess advanced knowledge of the patient revenue cycle, registration, charges, billing, collections, cash posting, health insurance practices, as well as financial reporting, information technology, accounting, and industry standards; familiarity with medical terminology and billing practices, and a demonstrated willingness to learn. The candidate should have excellent people skills and solid communication and presentation skills; possess the ability to effectively interact with other professionals, executives, and senior management, including physicians, clinical leadership, and the HSA Board.

A remuneration and benefits package, commensurate with experience and qualifications will be offered to the successful candidate.

NOTE: Incomplete applications will not be considered. All applicants must complete and submit an HSA Application Form via e-mail to hsa.jobs@hsa.ky using pdf format. Log on to our website at www.hsa.ky to access Application Form and Job Description.



SCAN QR CODE TO APPLY
Application Deadline: August 16, 2026

Job Description

Job title	<i>Revenue Accountant</i>	Job Holder	
Reports to	<i>Chief Financial Officer</i>	Section	<i>Finance</i>

Background Information

The Cayman Islands Health Services Authority (“HSA”) provides and administers health care services and public health functions for residents of the Cayman Islands in accordance with the National Strategic Plan for Health.

Services are delivered primarily through the 136-beds at the Cayman Islands Hospital (the country’s principal health care facility), and the 18-beds at the Faith Hospital on Cayman Brac. Ancillary services are offered at district health centres, and clinics for dental and ophthalmologic care. Residents of Little Cayman can access care through the island’s clinic which is a purpose-built facility.

This position plays a key role as a subject matter expert working closely with senior management and department managers to optimize and coordinate revenue cycle/billing activities. The revenue cycle is defined as all administrative and clinical functions that contribute to the capture, management, invoicing, and collection of patient service revenue.

Job purpose

The post-holder is responsible for providing support for the management, measurement, recording and reporting of patient revenues and receivables. He/she will also be responsible for working with the relevant cost centre managers to ensure that revenue is being captured accurately and in a timely manner.

Dimensions

The post-holder has responsibility for reviewing revenue capture monitoring done by section managers to ensure revenue completeness. Also working alongside the Patient Financial Services (PFS) Department to determine the collectability of revenue by cost centre and health plan to ensure compliance with IFRS 15.

Duties and responsibilities

Revenue Charge Review Compliance monitoring and reporting

- Overall responsibility for completeness and accuracy of revenue across the revenue cycle through the review of the cost center daily revenue reports.
- Management of revenue dashboard and revenue KPIs
- Perform daily reviews of the cost centre reports to ensure that revenues reported are complete, accurate and in agreement with the CERNER revenue by cost centre report at month-end.
- Follow up on issues relating to revenue raised by cost centre managers to ensure they are addressed in a timely and accurate manner.
- Analyze the statistical reports and assess the reasonableness of revenue capture using the statistical reports.

- Assist cost centre managers and business coordinators in liaising with IT to address issues with revenue reports.
- Work with the CFO and internal audit to improve controls, monitoring and reporting around completeness, occurrence, and accuracy of revenue.
- Work with all teams in the Revenue Cycle to ensure a state of audit readiness in the revenue cycle audits.
- Work with IT on the financial needs of the hospital from the CERNER system to improve revenue capture in a timely, complete, and accurate manner.
- Create and maintain reports showing evidence of revenue review, reconciliation and therefore completeness.

Patient Financial Services

- Providing decision and analytical support to the PFS Manager as to the collectability of revenue.
- Continuously, monitor accounts receivable sub ledger and perform reconciliations for revenue billings and cash received.
- Maintain the payment log and ensure that posted collection agrees with the transaction alias report monthly.
- Reports the amount of unposted check collection to the Accounting Manager monthly.
- Work with the PFS team to ensure all receipts are posted accurately and on a timely basis following best practice.
- Work with the PFS and Registration manager to prevent denials. Responsible for denials reporting and management.
- Reconciliation of patient accounts receivable sub-ledger against general ledger on a monthly.

Compliance monitoring and reporting

- Assist in development of internal controls across the revenue cycle from registration through to settlement.
- Co-ordinate with the Finance department regarding reconciliation of revenue and accounts receivables.
- Participate in and coordinate all revenue points for year-end audits;
- Provide weekly reports to the CFO regarding the status of accounts receivables;
- Coordination and delivery of revenue training and orientation for persons in the revenue cycle to facilitate access to software and files.
- Provide monthly reporting and variance analysis to CFO on performance in the revenue cycle.

Other

- Other duties as requested by CFO.
- Monitor changes in the healthcare and financial industry affecting the billing and collection efforts of the HSA.

Qualifications, Experience & Skills Requirement

Education and Experience Requirements:

- The post-holder should be a licensed accountant.
- 3-5 years' experience in a hospital revenue cycle management.
- Advanced knowledge of health care revenue cycle and medical billing practices.
- Knowledgeable in the full suite of Microsoft Office with superior knowledge of spreadsheets, database, word-processing and other software.

Performance Requirements:

Knowledge:

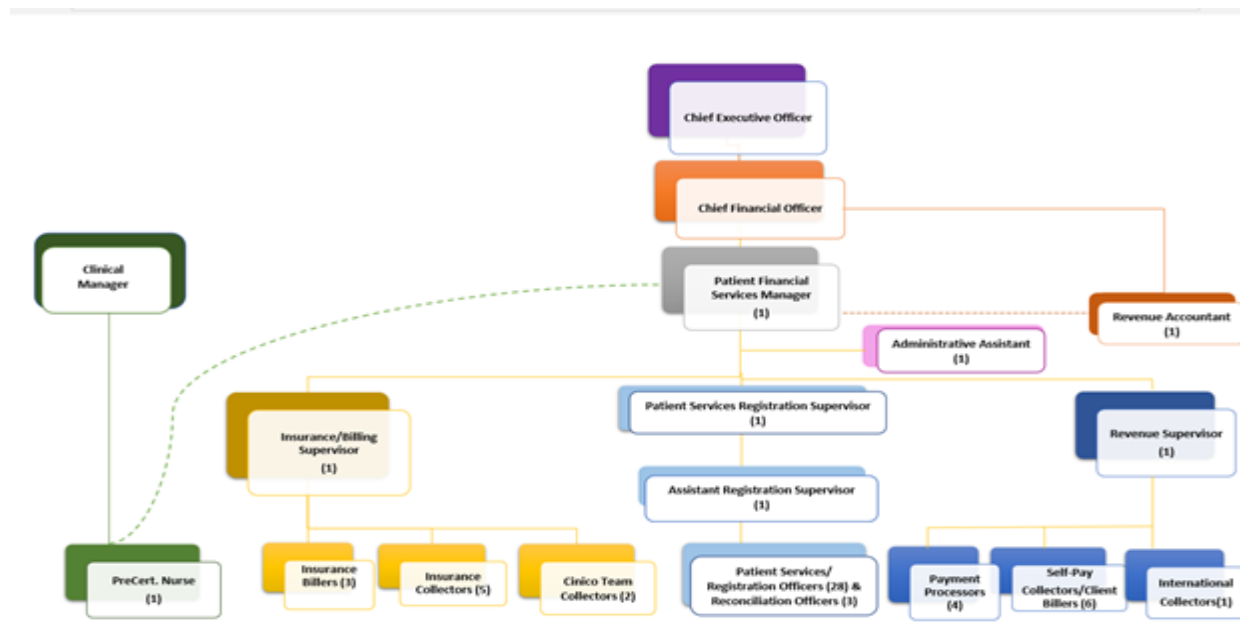
- Working knowledge of the patient revenue cycle including registration, charges, billing, collections, cash posting, health insurance practices, as well as financial reporting, information technology, accounting, and industry standards;

- Familiarity with medical terminology, willingness to learn.

Skills and abilities:

- Excellent people skills and solid communication and presentation skills;
- Ability to effectively interact with other professionals, executives and senior management, including physicians, clinical leadership, and the Board;
- Leadership skills to motivate cross-departmental teams and achieve the desired performance;
- Ability to be a strong advocate on the HSA's behalf in the pursuit of goals and objectives;
- Experience using a CERNER IT system or other hospital ERP revenue software would be an asset.

Reporting Relationship



Direct reports

- None

Other Working Relationships

- Clinical Staff
- Business coordinators

Registration team

- PFS Pre-certification clerical staff
- Nurse Managers

- Senior Managers

- Team leads in the revenue cycle
- Chief Financial Officer

Decision Making Authority and Controls

The post holder will make day-to-day decisions on routine matters and will, when required, refer to the CFO,PFS / Registration manager or clinical leadership for support. Strategic decisions related to the overall revenue cycle will be made by the CFO or Senior Management Team and will be implemented by the postholder.

Working conditions

Post holder will work in an office environment with long periods of time in uninterrupted work sessions in groups and alone. The core hours for this position are 8:30 am to 5:00 pm, Monday through Friday, unless otherwise agreed to by the post holder and supervisor in writing, or as required for completion of job duties.

Physical requirements

The position requires the incumbent to do repetitive tasks with few breaks or sit at a computer for extended periods.

Problem/Key Features

The current regulatory environment, reimbursement constraints, and resource utilization and availability make effectively managing the revenue process a challenge. Achieving common revenue management goals with physicians, clinical and operational managers, and department leaders may also be difficult at times.

The position requires the post-holder to effectively manage stress in a high paced environment and manage staff of various levels and from differing backgrounds.

The position may also require periodic work outside of normal business hours to complete assigned tasks and meet agreed deliverables. The requirements of the position are time sensitive and require excellent planning and time management skills.

Evaluation Metrics

- Successfully train staff members in new revenue control policies and collaborate with other staff regarding revenue systems evaluations and improvements.
- Accurate and timely production of management reports and analysis for the HSA detailing revenue control plans and policies and do so by analyzing financial reports and business practices.
- Ensure that the receivables ledger is accurately maintained, and all receipts, approved debt write-off being accurately posted within 30 days of receipt.

Approved by:	<i>Chief Financial Officer</i>
Date approved:	<i>9-Jun-2026</i>
Next Review	
Signature of post holder	
Signed date	