



## JOB ANNOUNCEMENT

### **Fiscal and Administrative Manager Division of Finance and Administrative Services**

The Division of Finance and Administrative Services/Budget is seeking applications for the position of Fiscal and Administrative Manager in Jefferson City-Broadway State Office Building (Cole County). The work hours for this position are 8:00 to 5:00.

**JOB DUTIES INCLUDE:** This position will be responsible for any combination of the following duties:

This position is responsible for the budget preparation and tracking of the Department of Social Services budget with emphasis on understanding the complexities of the Medicaid budget. This position must understand and prepare SAM II coding related to the budget and Medicaid claims processing cycle. This position requires extensive analytical skills and is responsible for responding to fiscal notes in a timely manner. Understanding of grants/cash management is a plus. This position is responsible for day to day management of a small professional staff, regular interaction with department fiscal liaisons, Office of Administration, House and Senate budget analysts and frequent interaction with department executives on matters of budget development and expenditure control. The position will oversee Budget Unit staff and requires excellent organization and communication skills as well as the ability to work independently.

#### **QUALIFICATIONS:**

The following requirements will determine merit system eligibility, experience and education ratings, and may be used to evaluate applicants for Missouri Uniform Classification and Pay System positions not requiring selection from merit registers. When practical and possible, the Division of Personnel will accept substitution of experience and education on a year-for-year basis.) The specific qualifications for a position allocated to this class may vary due to the spectrum of jobs included in this broad classification band. Depending on the duties of the specific job assignment, a position may require specialized and/or additional education, experience, and/or licensure/certification not included in the stated requirements.

A Bachelor's degree from an accredited college or university with a minimum of 15 earned credit hours in one or a combination of the following: Accounting, Finance, Economics, Public or Business Administration, or a closely related field; and,

Four or more years of professional experience in accounting, auditing, purchasing, budgeting, fiscal management, or in general management with some fiscal responsibility.

*(Additional qualifying experience may substitute on a year-for-year basis for deficiencies in the required education.)*

*(Earned graduate credit hours from an accredited college or university in the specified areas may substitute on a year-for-year basis for a maximum of two years of the required experience at a rate of 24 earned graduate credit hours for one year of experience.)*

Previous supervisory experience is preferred.

Must have the ability to communicate verbally or in written form with individuals or groups.

Must be familiar with personal computer applications for spreadsheets, letters and e-mail.

Must have the ability to receive, recall and follow communications and complex oral or written instructions efficiently with minimal supervision.

Must be willing to travel periodically statewide, including overnight travel.

Ability to review and organize large amounts of detailed information and produce a written report to document findings.

**SALARY RANGE:** \$2,546.17 - \$3,166.67 Semi-Monthly

**TO APPLY:** Please send a cover letter that clearly states whether the applicant has supervisory and budget experience; a completed Department of Social Services Application <http://dss.mo.gov/hrc/pdf/mo886-1315.pdf>; a detailed resume; a copy of academic transcripts to Brenda Becker via e-mail at [brenda.s.becker@dss.mo.gov](mailto:brenda.s.becker@dss.mo.gov).

**RECRUITMENT AREA:** Accepting applications from all qualified applicants.

**APPLICATION DEADLINE:** Deadline for applications January 17, 2019. Applications will be subject to review prior to scheduling interviews.

**DSS IS AN EQUAL OPPORTUNITY EMPLOYER**