



JOB ANNOUNCEMENT

Fiscal and Administrative Manager

The Division of Finance and Administrative Services, Cash Management and Cost Allocation Unit currently has an opening for a Fiscal and Administrative Manager position. Hours are Monday thru Friday from 8:00 to 5:00.

JOB DUTIES INCLUDE:

This position is responsible for MO HealthNet financial transactions and management of the section that handles these transactions. The duties of this position involve responsible administrative, supervisory and and technical work in MMIS and Workflow. The position will manage all financial transactions for participants and providers, and will develop and maintain a working knowledge of policies, procedures, rules and regulations to ensure compliance. The position will oversee financial procedures and reporting of the MO HealthNet claims processing system, creating expenditure reports for management and budget purposes, coordinating the production and mailing of provider remittance advices, checks and automatic deposits, as well as reviewing and approving provider 1099 information. This position also assists with the coordination and completion of federal reports that are used in determining the Medicaid Federal grant award. The position will provide leadership and supervision to the Financial Operations and Reporting Unit.

QUALIFICATIONS AND SKILLS:

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.)

(Experience in the referenced areas at the level of Administrative Office Support Assistant (AOSA) 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.)

- Ability to work well independently and resolve complex problems with minimal supervision.
- Ability to communicate information in a clear, concise and timely manner.
- Ability to collect and analyze data and prepare reports.
- Ability to evaluate reporting trends and outliers, identify problems, and recommend appropriate action.
- Ability to understand and apply state and federal policies, rules, and procedures of grant reporting and claiming.

- Ability to organize information, manage time and effectively prioritize multiple deadlines.
- Establish and maintain effective professional relationships across all agencies.
- Skill in the use of personal computers, spreadsheets and word processing software and other state and federal reporting systems/programs.

SALARY RANGE: \$2,020.50 - \$2,101.00 Semi-Monthly

TO APPLY: Please complete the DSS application <http://dss.mo.gov/hrc/pdf/mo886-1315.pdf> , submit a cover letter, resume and copies of official transcripts to brenda.s.becker@dss.mo.gov

RECRUITMENT AREA: Accepting applications from all qualified applicants.

APPLICATION DEADLINE: Deadline for applications is December 11, 2018. Applications will be subject to review prior to scheduling interviews.

DSS IS AN EQUAL OPPORTUNITY EMPLOYER