



## **JOB ANNOUNCEMENT**

### **Fiscal & Administrative Manager Division of Finance and Administrative Services Cost Allocation Services**

The Division of Finance and Administrative Services/Cash Management and Cost Allocation Services Unit is seeking a qualified candidate for a Fiscal & Administrative Manager position in Jefferson City. The work hours for this position are Monday – Friday, 8:00 to 5:00.

#### **JOB DUTIES INCLUDE:**

- Responsible for the development, implementation or revision of new and/or existing policies, practices and/or procedures regarding cost allocations as well as identifying opportunities to maximize federal claiming.
- Responsible for analysis and review of the cost allocation system to ensure compliance with the Public Assistance Cost Allocation Plan narrative.
- Responsible for development of quarterly updates and annual review of the Department of Social Services' Cost Allocation Plan to ensure compliance with Office of Management and Budget (OMB) Uniform Guidance (2 CFR 200), including negotiation with federal representatives from the Department of Health and Human Services to maintain cost pools and allocation procedures that maximize reimbursement.
- Responsible for coordination with fiscal liaisons within the various division as well as human resources to understand how any re-organizations or changes in an individual's job duties affect the cost allocation plan. Assist with completion and submission of quarterly cost allocation amendments used to support quarterly grant filings for the Department of Social Services.
- Responsible for federal audit resolution including audit documentation, quarterly cost allocation narrative and review of claiming methodologies.
- Assist the unit manager with responding to inquiries regarding federal financial participation, production of special reports, and serving as a liaison with the director, to other divisions within the department with any issues related to federal financial participation.
- Responsible for providing training to divisions as well as sub-recipients regarding cost allocation.
- Special projects and other duties as assigned.

**QUALIFICATIONS:**

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.)*

Must have experience using Microsoft Access & Excel.

**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](mailto: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.