



## Job Announcement

### Executive I

October 30, 2018

Missouri Medicaid Audit and Compliance is seeking applications for the position of **Executive I** located in **Cole County**.

**JOB DUTIES:** This position is responsible for performing a variety of complex data entry tasks in preparing, recording, and examining accounts receivable records, management of office supply inventory, preparation of purchase request documents required for office equipment and supplies purchases, reconciling and processing invoices for payment, maintenance of logs which reflect the date of receipt of overpayment letters sent by certified mail to providers, and assistance with Accounts Receivable Transmittal data entry into the eMMIS and SURS Analyst database. The duties of this position include but are not limited to: Assisting in the development of processes and procedures to make our department more efficient and to ensure that materials and data are being handled in a proper way; Assisting department heads and other personnel in the preparation of specifications for supplies and equipment; Contacting vendors to obtain information on cost, availability, and conformance to specifications; Processing contract documents according to internal and departmental policies and procedures; Acting as the liaison between MMAC and Vendors, Facility Maintenance, Housekeeping; Communicating building/facility issues with the appropriate authorities, arranging for cubicle redesigns, and arranging for additional workspaces/equipment; Maintaining working relationships with maintenance so when issues arise they can be resolved efficiently; Reviewing and processing self-disclosure audits for accuracy and submitting to provider review to create accounts receivables.

**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, Public or Business Administration, or a closely related field. OR Four or more years of clerical experience in fiscal or budgetary controls, procurement, accounting or bookkeeping, or closely related areas, including two or more years in a supervisory or semi-technical capacity (at or above the level of a Senior Office Support Assistant, Account Clerk II, or Storekeeper I); and possession of a high school diploma or proof of high school equivalency.

(Earned credit hours from an accredited college or university may substitute on a year-for-year basis for a maximum of two years of the required general experience at a rate of 30 earned credit hours for one year. An additional 30 earned credit hours from an accredited college or university may substitute for a maximum of one year of the required specialized experience.)

**SALARY RANGE:** \$1,274.00- \$1,317.00 semi-monthly (For current DSS employees, current salary will increase if receive a promotional appointment.)

**TO APPLY:** Submit a completed [DSS application](#), cover letter, resume and transcripts (if applicable) to [Carissa.A.Duewell@dss.mo.gov](mailto:Carissa.A.Duewell@dss.mo.gov)

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

**APPLICATION DEADLINE:** November 14, 2018

**DSS IS AN EQUAL OPPORTUNITY EMPLOYER**