



**MO HealthNet
Fiscal & Administrative Manager
Financial Operations and Recoveries**

January 14, 2019

This position will manage the Financial Services and Cost Recovery sections for MO HealthNet and be responsible for:

- Provide oversight of third party liability (TPL) functions including Medicare eligibility updates and Medicare Buy-In;
- Maintain compliance with TPL and Medicare policies and procedures, regulatory and statutory requirements, and operate in an effective and efficient manner;
- Establish annual cost recovery and cost avoidance targets and monitor actual recoveries against those targets and provide explanation of deviation from target. This includes internal and external contractual responsibilities;
- Provides oversight of audits of MO HealthNet serving as the Division's audit liaison with the Department of Social Services, Division of Finance and Administrative Services, the Office of the State Auditor, Centers of Medicare and Medicaid Services and the Office of Inspector General regarding all federal and state audits and any other special audits as necessary;
- Reporting the MHD portion of the State Comprehensive Annual Financial Report (CAFR);
- Supervision of cost recovery, Medicare Buy-In, Health Insurance Premium Payment (HIPP) and Pharmacy Rebate staff;
- Serve as a liaison to the financial services unit in the Division of Financial and Administrative Services (DFAS) in DSS.

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.)*

Annual Salary range: \$63,256– \$65,980 (For DSS employees, current salary will be taken into consideration and you may receive an increase based on the position)

Recruitment Area: Accepting applications from all qualified applicants.

To Apply: Submit a completed Cover letter, [DSS Application](#), resume and transcripts to Jeanine Rutledge at Jeanine.M.Rutledge@dss.mo.gov

Deadline: January 29, 2019

DSS IS AN EQUAL OPPORTUNITY EMPLOYER