



CAREER OPPORTUNITY
Fiscal & Administrative Manager
Institutional Reimbursement Unit – Nursing Facility Program
MO HealthNet Division
September 5, 2018

The **MO HealthNet Division (MHD)** is seeking applications for a **Fiscal & Administrative Manager** position located in Cole County. The position is located in the Nursing Facility Program in the Institutional Reimbursement Unit (IRU) and reports to the Assistant Deputy Director of IRU. The IRU is within the Finance Section of MHD and reports to the Director of Finance.

JOB DUTIES: This manager position is responsible for the overall planning, development and administration of the nursing facility program. The position concentrates on developing and implementing reimbursement policies and assists the unit in achieving and maintaining efficient and timely operations. The position reviews programs in area of responsibility to ensure compliance with laws, regulations, policies, plans, and procedures.

The position is responsible for the overall supervision of the nursing facility policy and reimbursement unit and the day to day activities of nursing facility reimbursement to ensure the accurate and timely completion of the major unit activities which includes:

- Completion of audits of cost reports submitted by nursing facilities on an annual basis.
- Review and approval of nursing facility reimbursement including the determination of per diem rates, notifying providers of changes in reimbursement and implementing reimbursement changes.
- Administration of the Nursing Facility Reimbursement Allowance (NFRA) which is the nursing facility provider tax program. This includes determining the NFRA on an annual basis, notifying providers of their annual NFRA assessment, setting up account receivables to collect the NFRA, and tracking and following up on outstanding accounts.
- Supervision and training of unit staff.
- Development and monitoring of the appropriate internal control systems and databases necessary to support and document unit activities
- Support for litigation which includes representing MHD and testifying as an expert witness, assisting in preparing and responding to various legal documents and requests, and negotiating settlements of disputes and repayment plans for MHD.
- Development of reimbursement policy and administration of state regulations and the Missouri Medicaid State Plan which includes exercising independent judgment in reviewing, interpreting, and researching information to ensure compliance with all Federal and State rules governing Medicaid reimbursement, researching and performing studies of the financial impact of implementing policy alternatives, and preparing fiscal notes on pending legislation.
- Prepare information and assist in developing budget items for the nursing facility and NFRA programs.
- Monitor CMS policy and regulatory changes to keep abreast of current issues to ensure MO HealthNet operates within any new policy and regulatory guidelines.
- Research and respond to inquiries from various sources such as providers and their representatives, other units or divisions within MHD and the Department of Social Services as well as other state agencies, legislators, and other interested parties.

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.)

Salary Range: \$2,046.50-\$2,126.50

Recruitment Area: Accepting from all qualified applicants.

To Apply: Submit a [DSS application](#), cover letter, resume, and transcripts to d051wc@dss.mo.gov

Deadline: September 15, 2018

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