Vacancy Announcement
12/6/2019
(Internal and External Posting)

Position: Finance Director
Category: Exempt
Location: Beulaville
Salary Range: $52,361 – $83,710
Closing Date: Until Filled
Position Number: 17-16-303

Primary Purpose of Position:
The primary purpose of the Finance Director is to ensure that the LME-MCO is effectively budgeting and distributing Medicaid, local, state and federal funds as directed through the organization budget, state/federal guidelines and GAAP. The department is responsible for contracting, risk management, preparation and implementation of budget, monthly financial reports to stakeholders including in-house management, billing of state funds, accounts payable, payroll, managing all incoming funding and claims processing.

The Finance Director performs a variety of professional accounting work and supervision of staff; compiles, prepares, and maintains financial data and records, as well as detailed cost and financial analyses. The Finance Director prepares and implements the budget. Policy and Procedure. This position participates in and coordinates the annual audit process for Eastpointe financial records. Develops and interprets information and makes recommendations regarding the efficient utilization of resources and the proper accounting for transactions. Ensures that all financial data is recorded in accordance with generally accepted accounting principles and is consistent with established policies and procedures. Position works with all levels of management on financial analysis, budgeting, and forecasting. Responsibilities include management of consolidated financial reporting and budgeting, variance analysis, productivity and management reporting, costing, allocations, accounts payable, accounts receivable, and asset management. Assures that financial information is accurate, valid and properly charged. Assures all financial operations comply with the Medicaid Waiver Contract, URAC standards and Eastpointe Policies and Procedures.
Responsibilities and Duties:

**Responsible for preparation and implementation of Eastpointe Budget**
- Responsible for expending funds in accordance to budget, state, federal, OSB and GASB guidelines.
- Ensures timely and accurate financial reporting to management and funders.
- Ensures Funder reports are accurate and timely. Ensures effective operations of A/P, A/R, G/L, F/A, financial and managerial reporting.
- Ensures unqualified annual independent financial audit reports.
- Ensures minimal internal control deviations reported on the independent financial audit management letter.
- Participates in monthly finance/operation meetings to review program performance to budget and discuss strategic initiatives to increase performance. Represents Finance on MCO committees, as appointed by the Chief of Business Operations.
- Prepares and implements annual cost allocation plan in compliance with OMB guidelines.
- Works with other departments to further develop the agencies data system. Interacts with other departments concerning accounting information and policies.
- Manages special projects and other duties as required in accordance with agency growth and changes.
- Prepares, analyzes and submits the financial information required by the Division, Board of Directors and Finance Committee.
- Responsible for monitoring, updating, and creating strong internal controls for the accounting department.
- Ensures timely and accurate financial reporting to management and funding agencies to include monthly review and submission of the standard MCO package to DMA.
- Monitors the budget monthly by generating consolidated and departmental income statements which compare budget to actual expenditures; compiles monthly financials and analyzes program performance to budget, developing and recommending strategic initiatives to increase performance.
- Develops, implements and evaluates all operating and capital budgets for Eastpointe MCO.
- Oversees financial benchmarking, primarily through a monthly dashboard, comparing business processes and performance metrics to best practices.
- Adequately supports program staff in budget preparation functions needed for new grants and proposals. Responsible for requesting and accurately reporting use of county funding.
- Works in collaboration with Program Integrity and Claims Funding Management to ensure the proper recoupment of Medicaid and IPRS funds.
- Manages General and Administrative contracts, including the supervision of contract preparation, analysis and review. Ensures contracts are renewed in a timely manner.
- Develops and maintains policies and procedures relating to financial operations, annually and as needed when new workflows are implemented.
- Oversees the maintenance of Fund Reserve allocations and earnings from the monthly IPRS printouts and prepares reports for review by the Chief Business Officer.
- Maintains a fixed asset inventory by funding source, calculating and recording monthly depreciation. Annually tests for impairment so that assets can be disposed of at the end of their useful lives in compliance with State guidelines.

**Risk Management:**
- Understands and mitigates key elements of the MCO's risk profile.
- Constructs and monitors reliable control systems.
- Maintains appropriate insurance coverage.
- Ensures that record keeping meets the requirements of auditors and government agencies.
• Coordinates relationship with external auditors and investigates their findings and recommendations.
• Establishes and maintains banking relationships.
• Monitors cash balances and cash forecasts.

**Planning, Organizing and Monitoring**

• Communicates effectively with the Chief Business Officer as needed to assure appropriate prioritization of work performed.
• Serves as a business partner to Eastpointe leadership for developing revenue generating strategies and financial implications of business activities and proposing recommendations to enhance financial performance.
• Provides monthly reporting to leadership including budget to actual variance summary, and explanations and identification of opportunities to improve profitability and efficiency. Provides forecasts, recommendations, and other support for use in strategic planning and resource allocation.
• Maintains close liaison and positive working relationships with all Eastpointe departments to ensure implementation of policies and pursuit of organizational objectives.

**Education/Experience/Licensure:**
Graduation from a four-year college or university with a major in Accounting, Finance or related field and 6 years progressive experience managing progressively larger budgets, including 2 years supervisory experience, Health Care industry experience preferred. Accounting computer systems implementation experience preferred and advanced proficiency using computers. CPA/MBA preferred.

**Additional Training Preferred:**
Experience working in public sector financial management, familiar with NC G.S. 159, NC G.S. 122c as well as local government contracting and purchasing requirements is a plus.

**Application Process:**
Email Heather Rivenbark at hrivenbark@eastpointe.net or hr@eastpointe.net, and request a copy of your application be placed in the position vacancy file. Also, if you have experience or skills related to this position, which may not be reflected in your current PD107, please attach an addendum to your application to the email.

**Additional Comments:**
Salary is commensurate with education, credentials, and creditable work experience. Degree must be from an accredited college/university. Eastpointe LME/MCO is an Equal Opportunity Employer.