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| **JOB DESCRIPTION:** Financial Specialist  **POSITION HIRED BY:** Mid-State Health Network (MSHN)  **SUPERVISOR:** Chief Financial Officer  **MANAGEMENT RESPONSIBILITIES:** Personnel - No  Resources - Yes | **EMPLOYMENT CATEGORY:** At-will, Administration  **FULL-TIME/PART-TIME:** Full-time  **EXEMPT/NON-EXEMPT:** Exempt  **CREDENTIALING REQUIRED:** No |

# Position Overview:

Under the general supervision of the Chief Financial Officer (CFO), the Financial Specialist assists with a variety of functions in the accounting cycle. Responsibilities include coordinating and assisting with the following: budget preparation, budget monitoring and other various financial reports required by funding sources and outside agencies. In addition, this position will be responsible for performing site reviews, accounts payable activities, and claims processes. Responsible for carrying out all activities in accordance with MSHN policies, procedures, regulatory and compliance requirements.

# Qualifications

## Minimum Qualifications

* Bachelor’s degree in Accounting, Business, Finance or related field;
* 2 years working experience in accounting, finance, public administration, or a related field;
* 2 years work experience in healthcare
* Proven experience in contract negotiation
* 2 years working experience in auditing/fiscal reviews;
* Thorough working knowledge of the principles and practices of governmental accounting, finance, and budgeting;
* Knowledge of the principles and practices of continuous quality improvement;
* Working knowledge of administrative principles and practices including goal setting and program budget development and implementation;
* Experience in contract management (procurement, negotiation, executing, and monitoring) in the health sector
* Knowledge of methods and techniques of research, statistical analysis and report presentation; and
* Flexibility to meet obligations outside of normal business hours.

## Preferred Qualifications

* Master’s degree in Business or Public Administration
* Knowledge of methods and techniques of research, statistical analysis, and report presentation;
* Experience in financial management in the health sector;
* Experience in a Pre-Paid Inpatient Health Plan (PIHP) or Community Mental Health Services Program (CMHSP);
* Contract management and oversight experience;
* Knowledge of all federal statutes surrounding participation in the Medicare and Medicaid programs; and
* Knowledge of Michigan’s Mental Health Code and Public Health Code governing substance abuse services.

## Required Skills

* Excellent organizational skills and ability to prioritize a workload;
* Excellent interpersonal and human relations skills;
* Excellent verbal and written communication skills;
* The ability to work independently in an efficient and productive manner, including being self-directed and accountable for results achieved.
* The ability to publicly present complex information in a concise, understandable format;
* Ability to interact positively and collaboratively with Board members, executives and finance officers to include Community Mental Health Service Programs (CMHSP) and Substance Use Disorder Providers, co- workers, clients, and community representatives from diverse cultural and socio-economic backgrounds;
* Use of a personal computer (PC) for administration and communication;
* Use of Microsoft Office Suite;
* Use of standard accounting software; and
* The ability to legally drive within the State of Michigan.

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| **Responsibilities** | **Designated**  **Back-Up** |
| Provides Oversight and Monitoring of fiscal matters related to Certified Community Behavioral Health Centers (CCBHC) and/other state initiatives as assigned. This includes development and management of monthly consumer level payment data, eligibility and enrollment tracking, and monthly reports to CCBHC sites. |  |
| CCBHC payment reconciliation to participating CMSHPs and MDHHS as directed by the MDHHS contract and CCBHC Handbook. |  |
| Develop policies and procedures as needed to address MDHHS requirements for CCBHCs. |  |
| Perform backup contract management functions to be further defined in the future. |  |
| Performs backup as needed in monthly, quarterly, and annual close-outs. May assist with the annual audit by preparing appropriate journal entries and worksheet schedules. |  |
| Provides consultation, training and assistance for staff, when necessary, on accounting/budgeting software, costing process, reimbursement reporting, MDHHS reporting and other areas of knowledge, skill or responsibility. |  |
| Assist MSHN leadership, as needed, to develop data for use in personnel & business operations planning and assessment. |  |
| Supports maintenance of spreadsheets for PEPM movement from MDHHS to MSHN to the CMHSPs and back for cost settlement purposes. |  |
| Assists with preparation of Utilization Net Cost Report and provides other assistance as needed. |  |
| Supports required financial reporting as required by payers and regulators. Attends MDHHS training sessions as applicable to ensure we are kept up to date on changes. |  |
| Performs backup to fiscal reviews for treatment and prevention contracts. Reviews fiscal policies or provider questionnaire responses, completes fiscal review document, monitors and tracks ongoing communication with providers and Quality Assurance and Performance Improvement (QAPI) team members to obtain fiscal evidence, and reviews and tracks activity for provider Corrective Action Plans (CAP). |  |
| Develops internal and external expense reports by funds source and other categories |  |
| Works effectively with all MSHN departments; maintains effective communication and reporting structures |  |
| Performs Substance Use Disorder (SUD) reporting to MDHHS |  |
| Performs Accounts Payable (AP) function backup which includes ensuring no duplicate payments, coding and filing invoices, resolving internal and external vendor inquiries, reconciling check register to AP request. |  |
| Performs backup as needed to verify and adjudicate claims in a timely and accurate manner. |  |
| Performs backup as needed to reconcile provider payments to the general ledger and completes monthly Financial Status Report (FSR) spreadsheets for AP entry for cost reimbursed providers. |  |
| Performs backup as needed to prepare claims payments and disbursement support for provider network payables. Completes Financial Status Report (FSR) spreadsheets for cost reimbursed provider payments. |  |
| Reports compliance concerns as identified in claims processing to the CFO and Chief Compliance and Quality Officer. |  |
| Performs Explanation of Benefits (EOB) disbursement to persons served as outlined in MDHHS contract. |  |
| This position will be knowledgeable about and actively support 1) culturally competent recovery-based practices, 2) person centered planning as a shared decision-making process with the individual, who defines his/her life goals and is assisted in developing a unique path toward those goals, and 3) a trauma informed culture of safety to aid consumers in the recovery process; |  |
| Will perform all other essential job duties as assigned. |  |

# Compensation

This is a full-time, salaried position with additional benefits. Minimum hours will be 40 per week. The schedule will be set in conjunction with the needs of the organization as approved by the MSHN Chief Financial Officer.

# Environment & Safety

## Minimum Physical Requirements

* Ability to exert/lift up to 25 pounds of force occasionally and/or up to 15 pounds frequently and/or up to 10 pounds constantly to move objects;
* Ability to sit for extended periods of time;
* Ability to travel offsite for various meetings, activities, and events; and
* Ability to use computer, telephone, copy machine and various office equipment.

## Work Environment

* Normal office environment; and
* Frequent travel by automobile.

To carry out this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

My signature below affirms that I have reviewed the job description and agree that it accurately reflects the scope of the position for which I am responsible.

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Employee Signature Date

Supervisor Signature Date