



Mid-State Health Network

JOB DESCRIPTION: Financial Specialist - 1	EMPLOYMENT CATEGORY: At-will, Administration
POSITION HIRED BY: Mid-State Health Network (MSHN)	FULL-TIME/PART-TIME: Full-time
SUPERVISOR: Chief Financial Officer	EXEMPT/NON-EXEMPT: Exempt
MANAGEMENT RESPONSIBILITIES: Personnel – No Resources – Yes	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 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;
- Knowledge of methods and techniques of research, statistical analysis and report presentation; and
- Flexibility to meet obligations outside of normal business hours.

Preferred Qualifications

- 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.

<u>Responsibilities</u>	<u>Designated Back-Up</u>
<ul style="list-style-type: none"> • Assists with budget development at the direction of the CFO. The functions include but are not limited to participation in internal budget meetings, preparing budget reports, identifying line-item adjustments and variances, tracking budget trends over time. 	
<ul style="list-style-type: none"> • Performs backup as needed or may assist with preparing budgets, financial reports and billings to internal and/or external funding agencies and reconciles related general ledger accounts. 	
<ul style="list-style-type: none"> • 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. 	
<ul style="list-style-type: none"> • 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. 	
<ul style="list-style-type: none"> • Assist MSHN leadership, as needed, to develop data for use in personnel & business operations planning and assessment. 	
<ul style="list-style-type: none"> • Supports maintenance of spreadsheets for PEPM movement from MDHHS to MSHN to the CMHSPs and back for cost settlement purposes. 	
<ul style="list-style-type: none"> • Assists with preparation of Utilization Net Cost Report and provides other assistance as needed. 	
<ul style="list-style-type: none"> • 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. 	
<ul style="list-style-type: none"> • Performs 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). 	
<ul style="list-style-type: none"> • Develops internal and external expense reports by funds source and other categories 	
<ul style="list-style-type: none"> • Works effectively with all MSHN departments; maintains effective communication 	

and reporting structures	
<ul style="list-style-type: none"> Performs Substance Use Disorder (SUD) reporting to MDHHS 	
<ul style="list-style-type: none"> Performs Accounts Payable (AP) function which includes ensuring no duplicate payments, coding and filing invoices, resolving internal and external vendor inquiries, reconciling check register to AP request. 	
<ul style="list-style-type: none"> Verifies and adjudicate claims from providers for payment in a timely and accurate manner. 	
<ul style="list-style-type: none"> Reconciles provider payments to the general ledger and completes monthly Financial Status Report (FSR) spreadsheets for AP entry for cost reimbursed providers. 	
<ul style="list-style-type: none"> Prepare claims payments and disbursement support for provider network payables. Completes Financial Status Report (FSR) spreadsheets for cost reimbursed provider payments. 	
<ul style="list-style-type: none"> Reports compliance concerns as identified in claims processing to the CFO and Chief Compliance and Quality Officer. 	
<ul style="list-style-type: none"> Performs Explanation of Benefits (EOB) disbursement to persons served as outlined in MDHHS contract. 	
<ul style="list-style-type: none"> 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.

Employee Signature

Date

Supervisor Signature

Date