

JOB OPENING

Behavioral Health Services of Somerset & Bedford Counties

(AN EQUAL OPPORTUNITY EMPLOYER)

JOB TITLE: Finance Manager/Accountant/ Administrative Officer 1	DATE POSTED: 6/18/2024
LOCATION: Somerset, PA or Bedford, PA Moderate Travel Required	LAST DAY TO APPLY: ➤ If the position is not filled, applications will be accepted on an ongoing basis.
TYPE OF POSITION/SALARY: Full-Time / \$35,276	WORK HOURS (37.5 HRS/WK): Monday – Friday, 8:00 am – 4:00 pm

The Behavioral Health Services of Somerset and Bedford Counties (BHSSBC HealthChoices Program) is the Multi-County Management Entity created by the counties of Somerset and Bedford to oversee the management of the Medicaid HealthChoices Behavioral Health Program. BHSSBC has direct responsibility for all management and administrative functions associated with (1) the contract between the counties and the Commonwealth of Pennsylvania for the provision of Medicaid covered services and (2) the contract between the counties and the Behavioral Health Managed Care Organization (BH-MCO) that it chooses as a subcontractor to administer the program to service recipients.

Under the guidance of the HealthChoices Executive Director, the Finance Manager/Accountant/Administrative Officer 1 is responsible for managing the daily financial operations of the HealthChoices Program. Upon the direction of the HealthChoices Executive Director, the Administrative Officer 1 will assist with the monitoring of the BH-ASO's financial structure and financial reporting. The Administrative Officer 1 will assist with the submission of the required DHS monthly, quarterly, and annual DHS required reports.

This position works closely with the BHSSBC CFO (Chief Financial Officer)

The HealthChoices Executive Director supervises this position.

Essential Functions:

In conjunction with the HealthChoices Executive Director and BHSSBC Executive Team, the Finance Manager/Accountant/Administrative Officer 1 is responsible for the planning, validating and compliance with Department of Human Services (DHS) agreement, Program Standards and Requirements and Appendices that include Rate Setting Methodology Overview, Reinvestment Sharing Arrangement, Risk Corridor Calculation when applicable, and BH-MCO Assessment.

Guide, interpret, analyze, and communicate financial and operational matters to the HealthChoices internal finance department, which includes the HealthChoices Executive Director, HealthChoices Fiscal Technician, BHSSBC Administrator, and the BHSSBC CFO.

Responsible for analyzing financial transactions and prepares documented financial statements and reports to account for the daily HealthChoices financial activity. Responsible for performing a variety of accounting work. BHSSBC CFO provides guidance as needed regarding accounting standards and procedures and occasionally provides assistance to complete work in progress.

This position supervises the Fiscal Technician position.

Supervises posting of accounting data to general ledger accounts from accounting records, documents, and reports. May be required to perform these duties as needed.

The position is accountable for the following tasks but not limited to:

Accounts payable and invoice processing:

- Reviews the unposted Accounts Payable listing prior to posting
- Reviews and approves the ACH payments and compares checks to A/P register
- Review the monthly MasterCard reconciliation and the coding for accuracy.
- Reviews transaction for all electronically deducted invoice payments (benefits, HRA, etc.)
- Reviews vendors at year end for proper disbursement of 1099's, and ensures that current and accurate W-4's are on file
- Reviews and prepares documentation for any contractual payments to the BH/MCO – ensures the amounts can be reconciled to the contracts

Accounts Receivable:

- Reviews approved DHS rates to CCBH's capitation summaries to ensure current rates are being paid or if a recalculation is necessary
- Monitor receipt of funds being returned to BH-MCO and ensure receipt back to BHSSBC

General Ledger:

- Prepare journal entries needed to reconcile Balance Sheet accounts
- Reconcile monthly Prepaid Expenses and Accrued Accounts
- Reconcile Fixed Assets
- Responsible for the monthly reconciliation of all cash accounts held by BHSSBC
- Review payroll transaction entries provided by DBHS to ensure accuracy and book accrued expenses at the end of each month
- Reconcile CBCM activity and dollars spent
- Review dispersed VBP dollars

Report Review: (work with CFO for accuracy before submission to DHS site)

- Responsible for the review of the monthly financial reports uploaded to DHS
- Responsible for the upload of identified reports to DHS site – separate from the reports that are uploaded via ACA
- Responsible for the review of the quarterly financial reports
- Responsible for the preparation of identified quarterly reports to the DHS site
- Responsible for the review of the annual financial reports
- Responsible for the preparation of identified annual reports to the DHS site
- Work in conjunction with CFO to calculate surplus/deficit or funds available for reinvestment plans

Information to Actuary:

- Responsible for submitting claim lag information received from CCBH to the actuary monthly
- Responsible for submitting any additional information for the quarterly claims' estimation process
- Works with BHSSBC's Executive Director in coordinating with the Actuary for quarterly certifications and ensuring that the BH-MCO falls within the range that is established by the BHSSBC actuary

Reinvestment Reporting Responsibilities:

- Responsible for the review of report #12 and to ensure the monthly monitoring tool submitted to the State reconciles back to Report #12
- Provides data as requested by the Executive Director for the spend down and monitoring of the reinvestment plan funds

Cash Flow/ Information to Bank:

- Responsible to provide the bank with information needed to keep the Line of Credit in good standing
- Review cash flow needs as funds are disbursed

Assist Executive Director as needed:

- Assist the Executive Director with the task to monitor the oversight of the BH-MCO financial department, Special Investigations Unit (SIU) department and any other areas as directed.
- Facilitate monthly Financial meetings with BH-MCO. Participate in any timely filing approvals for claims
- Aid in gathering data for provider rate increases
- Aid in completing the annual data collection form for rate setting with DHS
- Provide data needed for the Executive Director to prepare the annual HC budget
- Assist the Executive Director with annual contracts as requested

Other

1. This position also assists in budgetary reporting
2. Supervise one (1) Fiscal Tech staff
 - a. Completes employee evaluations and performance standards
 - b. Interview, select, train, and evaluate staff to carry out program duties and responsibilities

- c. Coach and mentor staff as appropriate to improve performance. In conjunction with the BHSSBC Executive Director, discipline staff when needed by following Agency processes/policy
- d. Conduct progress reviews for staff
- e. Review staff paperwork including bi-weekly timesheets, expense reports, requests, etc.

Non-Essential Functions:

Performs other related duties as assigned.

This job description in no way states or implies that these are the only duties to be performed by this employee. He/She will be required to follow any other instruction or to perform any other duties requested by his/her supervisor.

In order to carry out the Essential Functions, the following physical and mental requirements are required: This position requires excellent documentation and communication skills, both verbally and written. Requires excellent organizational and prioritization skills. Must have a working knowledge of BHSSBC policies and procedures, and the ability to interpret and clarify those to staff. Requires flexibility, creativity, good judgment, and enthusiasm. Ability to work as a team member, present information in a clear and concise manner, and work independently. Must possess effective listening and observation skills, good reading, writing skills and intermediate accounting skills. Requires effective interpersonal skills. Ability to work in a stressful environment at times. Thorough knowledge of modern office practices, procedures, and equipment.

Hours of Work:

Hours are Monday – Friday, 8:00 am – 4:00 pm. Travel will be required as necessary.

If approved, remote work can be up to 2 days per week depending on supervisory Remote Work Policy, position, required duties, etc. per Remote Work Policy.

APPLICANT MUST:

1. Meet the minimum experience and training requirements:

	Required	Preferred
Education	Bachelor's Degree	A Bachelor's Degree in Accounting, Business Administration or Finance with Accounting credits.
Experience	Two years of experience in varied office management or staff work; and a bachelor's degree; or any equivalent combination of experience and training	One year of experience in a managed care environment position in accounting or finance
Specialized Skills	Excellent verbal and written communication skills; Analytical, problem solving and budgetary skills; ability to work effectively with the BHSSBC Executive Management Team and Board of Directors, accounting and financial consults and auditor, Behavioral Health Managed Care Organization, local and state officials, and various stakeholder groups; Ability to use PC's in a Windows based environment.	Previous training or education preferred

This position requires an individual who is detail oriented, strong accounting, budget, and financial skills, willing to take initiative, and well organized. This person must exercise independence and good judgment in carrying out his/her duties. Knowledge of regulatory requirements and HIPAA Standards is necessary. He/she should have experience in financial and accounting software, Excel, and Microsoft Word. This position requires a high degree of motivation and creativity.

2. Applicants must submit a cover letter and resume by the last day to apply.

➤The cover letter must indicate how you meet the qualifications requirements.

3. Submit cover letter and resume to:

Jennifer Georg
BHSSBC
245 W. Race Street
Somerset, PA 15501

OR

Via Email to:
jennifer.georg@dbhs.co