POSITION: Fiscal Manager/Program Specialist

LOCATION: Multipurpose Senior Services Program (MSSP)

SCHEDULE: 40 Hours Per Week

CLASSIFICATION: Benefited / Hourly / Non-Exempt

GENERAL PURPOSE: Under the guidance of the agency’s Director/Supervisor of MSSP. The purpose of this position is to manage fiscal tasks related to billing Medi-Cal for services provided under program regulations, general program accounting and reporting. In addition, the position is responsible for providing general program support to program staff and administration, which includes chart review, QA and maintenance of program documentation/forms.

ESSENTIAL JOB FUNCTIONS:

- Medi-Cal billing: Invoice Medi-Cal for all allowable MSSP services including Administration, Care Management, Waived Services through DHCS Medi-Cal Fiscal Intermediary (ACS).
- Reconcile Medi-Cal payments: Medi-Cal Reimbursements balanced against billing invoice.
- Generate reports for monitoring expenditures, vendors and care management activity using database system.
- Monitor/print MSSP client Medi-Cal eligibility, collaborate with program staff to ensure client eligibility, facilitate Medi-Cal ineligibility resolution in timely manner.
- Process check requests, purchase orders, transfer of funds requests, travel claims and transportation tickets and manage petty cash for purchase of service, equipment or other expenditures. Resolve billing discrepancies and problems.
- Perform QA activities for client/program purchases, assuring accuracy, proper documentation and appropriateness of purchases within Medi-Cal and Medicare rules.
- Track inventory and maintain inventory records.
- Generate reports specific to specific MSSP fiscal operations ie: Service Utilization Report, Waived Service Expense Report. Generate reports specific to program budget close out, as required by California Department of Aging.
- Maintain program documents, update as required by program regulations, QA forms for accuracy.
- Distribute care manager monthly contact log.
- Respond to MSSP main program telephone line. Respond to general questions, clients and vendors and community members. Complete program enrollment referral form if deemed necessary via nature of call.
- Maintenance of program vendor documentation. Coordinate with Research Foundation staff. Communicate with vendors re: contract, billing issues as required.
- Maintenance/QA of data maintained in web based data base to ensure client and billing records are accurate.

DISCLOSURE OF CAMPUS CRIME STATISTICS
An annual security report disclosing crime statistics for California State University, Chico can be obtained by contacting the Chico State University Police Department (530) 898-5372 or by accessing the following Website: http://www.csuchico.edu/up.
Monitor MSSP program client enrollments/terminations as necessary for billing purposes. Facilitate creation of client physical charts with administrative and care management staff.

DESIRED QUALIFICATIONS:
- Experience with Medi-Cal billing procedures and regulations. Familiarity with DHCS fiscal intermediary.
- Ability to analyze and resolve fiscal issues working with large fiscal entities and service providers.
- Knowledge of quality assurance practices.
- Experience in performing complex financial record-keeping or accounting related tasks.
- Experience in general office/program administration and management.
- Must possess the ability to work independently and also as a member of a team.

DESIRED SKILLS:
- Highly developed time management skills.
- Ability to multi-task.
- Well-developed communication skills.
- Ability to establish and maintain working relationships with colleagues and other professional staff.

EMPLOYMENT STANDARDS: Requires high school or equivalent and two years work experience performing complex financial record-keeping or accounting related tasks. Previous medical billing experience preferred including Medi-Cal. Requires knowledge of financial record-keeping methods, procedures and practices and general office procedures; possession of computer skills in fiscal data entry software, Excel, Word, electronic billing processes; possession of good written and verbal communication skills. The ability to accurately process data with attention to detail; the ability to work with older adults and professionals; the ability to generate reports and monitor expenditures. Ability to pass a Department of Justice (DOJ)/Federal Bureau of Investigation (FBI) fingerprint clearance (referred to as Live Scan) prior to beginning employment.

COMPENSATION: $17.15 per hour. Benefits include options for health, vision and/or dental insurance; employer contributions to a 403(b) retirement plan (beginning year 2); employer-paid life and disability insurance; and vacation, sick leave, and holidays. The employer is the CSU, Chico Research Foundation, a non-profit corporation serving as an auxiliary organization of California State University, Chico. Employment is considered to be at-will.

APPLICATIONS: Applicants must submit a completed CSU, Chico Research Foundation application, cover letter, current resume and three professional references. Incomplete application packages will not be accepted. Application deadline is November 15, 2016. Applications can be submitted:

BY MAIL: CSU, Chico Research Foundation
CSU, Chico, Building 25
Chico, CA 95929-0246

IN PERSON: CSU, Chico Research Foundation
25 Main Street, 2nd Floor suite 206
Chico, CA

BY EMAIL: rfhjobs@csuchico.edu

BY FAX: (530) 898-3391

APPLICATIONS can be submitted:

BY PHONE: (530) 898-6811 or VISIT OUR WEBSITE: http://www.csuchico.edu/rfdn/

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AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER
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