

Local Management Entity Finance Officer

NATURE OF WORK

This is administrative work as the Chief Financial Officer (CFO) in a Local Management Entity (LME) that directs the business operations of the LME which include accounting, reimbursement and claims and contracts. Employees have organizational responsibility and supervision of executing the general provisions of GS 159 which in part consist of: fiscal and budgetary operations, purchasing, auxiliary enterprises and other managerial functions for an LME. Work is performed independently under the administrative supervision of the Area Authority or County Program Director.

ILLUSTRATIVE EXAMPLES OF WORK

Prepares, monitors and maintains agency annual budget.

Prepares budget estimates; deposits incoming monies; approves all checks and vouchers; prepares requests requisitions for funds; design and preparation of all financial reports for LME and LME Board.

Develops and oversees the reimbursement and claims program of the LME and analyzes data to ensure cost effectiveness.

Develops mechanisms and procedures to encumber service authorizations in the financial records, including tracking of IBNR (incurred but not reported) claims.

Develops and implements the agency's fee schedule in accordance with G. S. 122C-146.

Develops cost data, system of services, service codes and definitions to ensure LME is in compliance with billing regulations of Medicaid and Medicare.

Directs contract management and reporting requirements for Federal and/or State grant sources.

Resolves internal resource allocation and program integration issues.

Supervision and direction for staff.

Performs related work as required.

KNOWLEDGES, SKILLS AND ABILITIES

Thorough knowledge of the principles and practices of public and business administration.

Considerable knowledge of purchasing, and accounting practices and procedures.

Ability to plan and direct fiscal and business services.

Ability to select, train, and supervise employees engaged in business operations.

Ability to establish and maintain effective working relationships with associates, other state officials, and the general public.

TRAINING AND EXPERIENCE

Graduation from a four-year college or university preferably with a major in business, public, or hospital administration, and seven years administrative experience involving participation in the planning and management of a business or governmental program; or an equivalent combination of training and experience.

Special Note - This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA. Examples of work are primarily essential functions of the majority of positions in this class, but may not be applicable to all positions.