

**DEPARTMENT OF MEDICAL ASSISTANCE SERVICES
EMPLOYMENT OPPORTUNITY**

This Agency is charged with ensuring proper **MEDICAID** services to qualified recipients. Please visit our website and the Commonwealth of Virginia's website referenced below for additional information and qualifications.

THIS POSITION IS OPEN TO CURRENT STATE EMPLOYEES ONLY

BUDGET OPERATIONS MANAGER

Role Title: Financial Services Manager II

Position # 01020

Pay Band 6, Level I, Hiring Range: \$55,672 - \$95,000

Closing Date: December 21, 2015

Budget and Contract Management Division seeks professional to manage the Budget Operations Unit and be responsible for ensuring the effective development, submission, implementation, and operation of the agency's budgets for Medicaid, CHIP, and other health care programs. Specific tasks includes identifying agency budget needs/priorities, editorial oversight of budget decision packages, tracking of appropriation actions, responding to inquiries from the Department of Planning and Budget and General Assembly staff, writing/reviewing legislative fiscal impact statements, and developing in-depth analyses on agency budget issues for senior management. Qualified applicants must have strong analytical skills including the ability to forecast revenue and expenditures. Requires several years' experience in state budget analysis and operations. Must have experience analyzing historical trends and manipulating data contained in financial systems into clear, concise reports for management. Requires proficiency using database, spreadsheet, and word processing software for the PC. Must have knowledge of public sector policy development and budgeting practices. Requires demonstrated ability and experience managing professional staff. Must be able to demonstrate strong process management and organizational skills. Graduation from an accredited college or university with Bachelor's degree in business administration, accounting, economics, public administration, or other related field. Master's Degree strongly preferred. **Pursuant to Sections 2.2-3115 and 2.22-3115 of the Code of Virginia, this position has been designated to file a Statement of Economic Interests Form at the time of employment and semi-annually thereafter.**

ONLINE STATE APPLICATION REQUIRED

Resumes will not substitute for state applications. DMAS will only accept online applications submitted through the RMS by 11:59 p.m. on the referenced closing date. Faxed, emailed, or hand delivered applications or resumes will not be accepted and resumes will not substitute for a complete state application. Applications must include complete work history, including periods of unemployment if applicable. Consideration for an interview is based solely on the information within the application.

Receptionist: 804-786-5408, TDD 800-343-0634

Web Sites for Vacancy Listings

RMS: <http://jobs.agencies.virginia.gov/applicants/Central?search=602>

DMAS: http://www.dmas.virginia.gov/Content_pgs/ab-emp.aspx

Applicants who require accommodation to apply for Agency openings should contact the DMAS receptionist for assistance.

EEO/AA/ADA