

**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.

COST ALLOCATION SENIOR ANALYST

Role Title: Financial Services Specialist II

Position: # 00852

Pay Band 5, Level II Hiring Range: \$42,614 - \$73,000

Closing Date: November 28, 2016

An exceptional opportunity within the Budget Division to oversee the Agency's Public Assistance Cost Allocation Plan (CAP). This position is responsible for ensuring that the agency's CAP systems used to capture time and allocate costs along with other affiliated systems and processes maintained and executed at the highest standards to ensure that expenditures are allocated in accordance with Federal and State regulations and policies. Applicants should demonstrate considerable knowledge of and experience with cost allocations, preferably in the public sector. Knowledge of Virginia's legislative and regulatory policies, as well as applicable federal CAP regulations and guidelines preferred. Must have extensive experience with budgeting, accounting or financial management practices. Must demonstrate exceptional analytical abilities with considerable experience manipulating vast sets of data in spreadsheets and databases. Requires sound ability to research, apply regulations, and prepare clear and comprehensive reports. Requires demonstrated ability to communicate effectively with internal and external contacts. Must be extremely proficient using Microsoft Excel as well as database applications. Must be able to manage multiple projects while adhering to established timeframes with minimal direction, and able to work well both independently and with others. Experience within the health care/medical/ insurance industries is a plus. Bachelor's degree with major coursework in accounting, finance, information technology or economics preferred; CPA or MBA a plus. Extensive accounting and financial experience may substitute for an advanced degree.

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: <https://virginiajobs.peopleadmin.com/>

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