

**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.

SENIOR ADVISOR, FINANCE

Role Title: Program Administration Manager III

Position: #00053

Pay Band 6, Level I, Hiring Range: \$55,672 – \$108,000

Closing Date: Open Until Filled

Challenging opportunity to join the Finance team within the Department of Medical Assistance Services, to serve as management liaison and support to the Deputy Director of Finance. This position assists with the coordination of finance functions and special projects. The successful applicant must have comprehensive knowledge of financial management and budgeting, particularly related to the Medicaid program. Requires considerable knowledge of principles and practices of public administration and management, and of research and statistical methods. Must have working knowledge of legislative and regulatory processes. Requires proficiency utilizing word processing, spreadsheet, project management, presentation, and data base applications. Requires demonstrated ability to plan, organize, implement, and monitor large scale/time sensitive projects; and to complete multiple complex assignments within short time frames with minimal direction. Must have demonstrated ability to work independently, manage multiple priorities, and communicate effectively orally and in writing. Degree with major course work in business, public administration or a related field preferred; advanced 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: <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