



King County

Invites Applications for the Position of:

Finance and Administrative Service Manager/Funding Strategist

Apply online at <http://www.kingcounty.gov/jobs>

King County is committed to equity and diversity in the workplace. In addition, the county is committed to recruiting and maintaining a quality workforce that shares our guiding principles: collaborative, service-oriented, results-focused, accountable, innovative, professional and fair and just.

OPENING DATE/TIME: 11/27/18 12:00 AM (GMT -8:00)

CLOSING DATE/TIME: 12/11/18 11:59 PM (GMT -8:00)

SALARY: \$104,372.32 - \$132,297.98 Annually

LOCATION: Chinook Building - 401 5th Ave, Seattle

JOB TYPE: Career Service, Full Time, 40 hrs/week

DIVISION: Department of Community & Human Services

JOB NUMBER: 2018AM8990

SUMMARY:

The Department of Community and Human Services (DCHS) values diverse perspectives and life experiences. The Department encourages people of all backgrounds to apply, including people of color, immigrants, refugees, women, LGBTQ, people with disabilities, veterans and those with lived experience.

The Department of Community and Human Services (DCHS) provides equitable opportunities for people to be healthy, happy, self-reliant, and connected to community. DCHS is looking for a skilled, knowledgeable, highly-motivated, and enthusiastic team player to collaboratively lead the Behavioral Health and Recovery Division (BHRD) Finance Unit, which includes a portfolio of government funds with complex funding sources, including Medicaid, in various programs and services.

The Finance Manager reports directly to the Department Chief Financial Officer and plays a key leadership role in strategic decision-making for the King County Behavioral Health Organization (BHO) and BHRD within the department. The position will oversee the financial capacity of the BHO and the Division, including systems to support sound finance, business planning, and budgeting, as well as manage all fiscal operations, including budgeting, grants and contracts, external fiscal and compliance audits, program and financial analysis and general finance and business operations for the portfolio of Behavioral Health programs. In addition, the Finance Manager supports program managers with regular financial reporting. The financial

responsibilities are complex and involve supervisory responsibilities for a team of nine, with three direct reports. The desired candidate has expertise in managed care delivery and financing, success in supervising and mentoring staff, will prioritize social justice and equity, and is committed to creating forward progress in transforming the health of the population in King County.

Who May Apply: The Department of Community and Human Services values diverse perspectives and life experiences. The Department encourages people of all backgrounds to apply, including people of color, immigrants, refugees, women, LGBTQ, people with disabilities, veterans, and those with lived experiences.

Required Materials: Candidates who wish to be considered for this position must submit an online King County application and respond to the supplemental questions.

Work Schedule: This position is exempt from the provisions of the Fair Labor Standards Act, and is not eligible for overtime. Typical hours are Monday - Friday 8am-5pm.

Recruiter: Anne.Masters@kingcounty.gov

JOB DUTIES:

- Develop, implement, and administer financial and budgetary policies and practices for a portfolio of federal and non-federal behavioral health programs in King County. The position will be responsible for managing \$500+million in annual funding across multiple special revenue funds and allocation units.
- Manage Division finances and implement adequate internal controls to ensure fiscal and regulatory compliance to minimize financial risk. Serve as a liaison to internal and external auditors, respond to audit concerns and findings, and provide oversight of any corrective action that may be needed.
- Oversee financial and performance reporting requirements of all relevant projects and programs, including Requests for Proposals (RFPs), grant applications, and grant and contract management in multiple and diverse human service program areas.
- Manage support for setting and monitoring of program evaluation and value based performance measurement.
- Manage the development of Medicaid funded managed care payment structures for the BHO.
- Coordinate the preparation, implementation and monitoring of multiple operational fund budgets.
- Participate in developing strategic plans and program implementation efforts, including preparing and presenting issue papers and policy analyses to explain and/or support complex fiscal and programmatic issues. Assess potential financial and operational implications of alternative decisions and actions consistent with legal constraints and County guidelines and policies, and make recommendations to management.
- Manage financial relationships with system providers and funders; plan and lead regular system wide financial discussions.
- Plan and provide strategic responses to changes in revenue and changes in fiscal and operational policies to key stakeholders.
- Supervise and mentor staff, including planning work assignments and conducting employee development and performance evaluation. Make recommendations to the CFO regarding personnel actions.
- Performs other related duties as assigned.

EXPERIENCE, QUALIFICATIONS, KNOWLEDGE, SKILLS:

- Master's degree in business, economics, public administration or accounting AND five years' experience in public sector financial management, **or** any equivalent combination that provides the knowledge, skills, and abilities necessary to perform the job.
- Knowledge in public sector budgeting and government fund accounting, including Federal and State grant accounting and reporting. Knowledge of Generally Accepted Accounting Standards (GAAS) and Generally Accepted Accounting Principles (GAAP).
- Knowledge and recent experience with federal grants, public or other restricted local funds and pass through funds.
- Knowledge of federal, state and local audit requirements for grant/contract administration.
- Knowledge of Medicaid funded programs.
- Strong management and supervisory experience; including hiring, supervision, staff development and performance management.
- Ability to delegate and provide strong oversight to ensure on-time and quality performance by staff.
- Advanced knowledge of financial statement analysis and/or compliance audits.
- Excellent written and oral communication skills.
- Demonstrated skill in development and documentation of policies and procedures.
- Advanced knowledge and recent experience with analyzing financial and performance data to develop recommendations for management decision-making.
- Experience in reviewing and providing financial/policy impact analysis of proposed legislation, RFP's, grants, and changes in policies and procedures.
- Demonstrated skill in effectively presenting/communicating complex financial and performance information to a wide range of audiences, including non-technical audiences.
- Demonstrated ability in prioritizing workloads, working successfully under pressure with tight timelines and changing priorities.
- Expert organizational skills and the ability to adapt to rapidly changing deadlines.
- Ability to work collaboratively with program managers to secure integrated work products.
- Demonstrated proficiency with MS Office suite.

PREFERRED EXPERIENCE, QUALIFICATIONS, KNOWLEDGE, SKILLS:

- Deep understanding of the behavioral health care delivery, policy, and financing systems, preferably including provider contracting and value-based payment arrangements.
- Commitment to and experience integrating the social determinants of health, addressing health disparities, and working with marginalized and underrepresented communities
- CPA certification.
- Advanced knowledge of Oracle/EBS and Oracle budgeting and reporting systems.
- Knowledge and experience with Lean practices.

Note: Online applications are preferred. However, if you cannot apply online, go to www.kingcounty.gov/jobs for other options.

If you need an accommodation in the recruitment process or an alternate format of this announcement, please inquire directly with the contact listed on the job announcement or the department's Human Resources Service Delivery Manager.