



State of Hawai'i Non-Civil Service Job Opportunity

Finance Officer
State of Hawaii Executive Branch
Salary: See Position Description

An Equal Opportunity Employer

Opening Date: 08/24/15

Closing Date: Continuous

RECRUITMENT INFORMATION

This posting is for the State of Hawaii, Department of Human Services, Med-QUEST Division.

The position is located in Kapolei, Oahu.

Salary: Starting from \$9,579.00 per month, commensurate with education and experience.

If you have any questions regarding this non-civil service exempt position, please contact Judy Mohr Peterson, Administrator, Med-QUEST Division at (808) 692-8056 (Monday - Friday, 7:45 a.m. - 4:30 p.m. (HST)), or via email at JMohrPeterson@medicaid.dhs.state.hi.us.

The State Recruiting Office will refer all inquiries regarding this exempt position to the Department of Human Services, Med-QUEST Division.

DUTIES SUMMARY

The primary responsibilities of this position are to plan, develop, organize and direct the operations of the Finance Office of the Med-QUEST Division (MQD). The complexity and magnitude of the state's Medicaid program requires the high level administrator to maintain financial management and compliance to all federal and state requirements for the Med-QUEST program. This position is responsible for the management of the fiscal staff, financial integrity staff including the fraud and abuse detection program, contracts and procurement section, financial risk and reimbursement, and budget responsibilities. Currently the MQD is responsible for over \$2 billion annually which services over 360,000 Hawaii citizens statewide. It is currently considered one of the largest, single state programs in the State of Hawaii.

MINIMUM QUALIFICATION REQUIREMENTS

LEGAL AUTHORIZATION TO WORK REQUIREMENT: The State of Hawaii requires all persons seeking employment with the government of the State shall be citizens, nationals, or permanent resident aliens of the United States, or eligible under federal law for unrestricted employment in the United States.

Knowledge: Requires knowledge of relevant policies and procedures of public administration and financial management, government functions, programs and operational policies,

accounting principles and practices; budget preparation and execution, program analysis and evaluation; procurement and contract administration, and reports management.

Skills/Abilities: Effectively plan and implement program requirements; establish procedures for purchasing and procurement; review, control and recommend changes for improved work operations; exercise sound judgment and make responsible decisions; and maintain effective working relationships with others. Prepare accurate and concise reports; prepare budget requests with justifications, analyze facts and financial information to properly advise administrators for decision making.

Education: Graduation from an accredited four-year college or university with a Bachelor's degree, with a minimum of 12 semester credit hours in auditing and/or accounting.

General Experience: Three (3) years of general administrative, professional, technical, analytical or other responsible work experience which required a high degree of managerial skills.

Specialized Experience: Five (5) years of experience in accounting or auditing. Preferred administrative experience involving a public health program or health care related area that involved significant responsibilities with federal compliance of program expenditures.

Tools, Equipment and Machines: Must have knowledge and capability to use a personal Computer with word processing and electronic spreadsheet applications, typewriter, 10-key adding machine, copy machine, facsimile machine and scanner.

OTHER INFORMATION

This position is exempt from the civil service and considered temporary in nature. Therefore, if you are appointed to the position, your employment will be considered to be "at will," which means that you may be discharged from your employment at the prerogative of your department head or designee at any time.

HOW TO APPLY:

Submit resumes to:

Med-QUEST Division
Administration
P.O. Box 700190
Kapolei, HI 96709-0190

Direct all inquiries regarding this position to:

Judy Mohr Peterson, Administrator
Med-QUEST Division
Telephone: (808) 692-8056, Monday through Friday, 7:45 a.m. to 4:30 p.m. (HST)
or via email at: JMohrPeterson@medicaid.dhs.state.hi.us

NOTE: The State Recruiting Office will refer you to the Department of Human Services, Med-QUEST Division regarding this exempt position.

Recruitment # EX180913
FINANCE OFFICER
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