



Job Title: Medicaid/Finance Technical Support Specialist

Location: Charlottesville City Schools, Division Administration Office

Reports to: Director of Finance

FLSA Status: Non-Exempt

Pay Table: Tech Support Specialist

Summary:

Perform a full range of tasks that include collaboration, documentation and reporting, in support of the Charlottesville City Schools Medicaid program and Finance Department. This position will serve as a point of contact for the Medicaid program and work closely with grant budget holders.

Essential Duties:

This job description is a representative summary of the major duties and responsibilities of work performed. Employees may be requested to perform job-related tasks other than those specifically presented in this description. Additionally, the scope of this job may change as necessary by the school division.

CCS requires that each employee:

- Establish and maintain cooperative and effective working relationships with others.
- Communicate effectively.
- Report to work on a regular and punctual basis as scheduled.
- Perform all other related work delegated or required to accomplish the objectives of the total school program.
- Have knowledge of and be able to use relevant technology.
- Recognize that they are in a position of public trust and are held to a high standard of personal and professional conduct.

Medicaid specific duties:

- Responsible for knowing all compliance requirements for Medicaid in the Public Schools.
- Develop and maintain procedures pertaining to Medicaid documentation and reimbursement to ensure compliance. Develop and maintain billing program for reimbursement of services;
- Stay abreast of changes and developments in the Medicaid reimbursement program and attend Medicaid meetings conducted by state and federal agencies, and the National Alliance of Medicaid in Schools (NAME).

- Collaborate with Finance, Special Education and Health Services and the Transportation departments to obtain information on Medicaid-related activities as needed for cost based reimbursement, yearly school based services, reports, and transportation cost reports.
- Coordinate all billable services (i.e. nursing, personal care, psychological, speech, physical and occupational therapy services and transportation); Create, maintain, and provide supporting documentation and provider qualifications; Submit all billing.
- Prepare, maintain and review all student Medicaid files; ensure files meet requirements for annual audits or review.
- Reconcile account and respond to billing discrepancies;
- Create, maintain, and submit Random Moment Time Study (RMTS) calendars, work schedules, and participant lists.
- Compile documentation and data for compliance reviews related to Medicaid audits and annual reconciliations.

Grants specific duties:

- Coordinate post grant financial processes including budgeting, accounting, and communications with private grantors.
- Monitor grant budgets on department/program/project to actual revenue and expenditures by line item on a monthly basis.
- Maintain grant reimbursement process to include submission of financial reports and reimbursement requests of funded projects.
- Work with the OMEGA (Online Management of Education Grants Awards) required by the state for grants submission and management
- Monitors grant budgets for unspent funds, meets with grant holders to meet spend down requirements before grant's expiration date, and expenditures are compliant with grant and federal guidelines. Works with grant holders on compliance and assists with any special audits by grantor involving financial information.
- Interface with grant holders to resolve questions regarding grant management
- Prepare financial reports for budget holders for submission to grantors

Requisite Knowledge, Skills, and Abilities:

- Knowledge of applicable laws, rules, policies, and procedures related to Federal and State Medicaid and grants.
- Strong analytical and problem-solving skills.
- Detail-oriented with strong organizational skills.
- Proficient in Excel, Word, Google, and financial management software.
- Ability to work independently.
- Capable of making decisions within established procedures and practices.
- Able to communicate effectively both orally and in writing.
- Ability to establish and maintain effective working relationships.
- Ability to deal with confidential and sensitive matters in a professional manner.

Requisite Education and Experience:

- Post secondary education in business or accounting at minimum of associate's degree.
- Three (3) to five (5) years' experience in accounting or other administration business roles.
- Basic accounting knowledge or skills helpful.
- Knowledge of principles, methods, and practices of Medicaid account billing and grants management a plus.

Physical Requirements:

Frequent walking, standing, stooping, lifting, up to approximately 40 pounds is typical. Other limited physical activities may be required. Vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities. Regular contact with staff members, school administrators, and members of the community is required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Charlottesville City Schools assures equal employment opportunities and equal education opportunities for employees and students as required by federal and state orders and laws.