

Job description

Mental Health & Recovery Services Board is seeking applications for the position of Director of Business Operations & Claims Management

POSITION Available. The Mental Health & Recovery Services Board (MHRSB) is currently seeking a Business Operations & Claims Management Director. The Business Operations & Claims Management Director is responsible for providing fiscal leadership in regulatory compliance, performance improvement and risk management through system and process development that supports agency initiatives.

Responsibilities:

Financial Management: Demonstrates expertise in financial management, including budgeting, forecasting, and financial analysis.

Ability to develop and implement financial strategies aligned with organization goals and objectives.

Auditing: Understanding of auditing principles and practices to conduct internal and/or assist with external audits.

Ability to assess internal controls, identify risks, and provide recommendations for improvement.

Financial Analysis and Reporting: Strong analytical skills to interpret financial data, assess financial performance and identify trends or patterns.

Experience in preparing financial reports, presentation, and dashboards for board members and senior management.

Risk Management: Proven ability to identify financial risks and develop strategies to mitigate them effectively.

Experience in assessing and managing financial risks related to investments, debt management, liquidity, and regulatory compliance.

Coordinates audit procedures for Board and contract agencies.

Collaboration and Communication: Strong interpersonal and communication skills to collaborate with cross-functional teams, senior management, board members, and external stakeholders.

Ability to communicate complex financial information clearly and effectively.

Financial Reporting: Ability to prepare and review accurate and timely financial statements, including balance sheets, income statements, and cash flow statements.

Attention to Detail: Strong attention to detail to ensure accuracy in financial records, calculations, and reporting.

Ability to identify discrepancies, reconcile accounts, and maintain data integrity.

Knowledge of Billing Procedures: Proficiency in programs utilized by the Board for billing, including understanding billing codes, and reimbursement policies. This also includes payments for out-of-area claims and contract claims management.

Qualifications:

- A bachelor's degree in accounting with five or more years experience in accounting and business operations
- General knowledge of Medicaid billing processes
- Strong attention to detail and accuracy
- Leadership and administrative skills
- Excellent organization skills
- Strong written and verbal communication skills
- Computer knowledge and skills

Job Type: Full-time

Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Health insurance
- Life insurance
- Paid time off
- Vision insurance

Schedule:

- Monday to Friday

- **Please submit a letter of interest and resume by EOB July 31, 2025 to Misty Cromwell at mistyc@mhrs.org**