

**Office of State Budget and Management**  
**Establish New, Receipt-Supported Positions**  
(G.S. 143-34.1)

**Agency:** DHHS **Division:** Medical Assistance

**Budget Code:** 14445 **Center Title:** DMA Budget Management **Center Number:** 1101112199

**\*\*\* Position Information \*\*\***

**Proposed Classification:** Accountant III **Proposed Salary Grade:** 77

**Salary Range:** \$41,190 - \$68,431 **Proposed Effective Date:** 01/01/04

**Number of Positions:** 1

	<u>Center Authorized Budget</u>	<u>Current Request</u>
Total Budget	\$ 15,066,912	\$ 54,811
Receipts	<u>9,015,038</u>	<u>26,405</u>
Appropriation	\$ <u>6,051,874</u>	\$ <u>26,406</u>

Funding Source(s): The Accountant III position is to be funded 50% by the Medicaid Administrative Federal Grant. The remaining 50% will be funded by program funds (fund 1310).

**Justification for Position (including description of duties and responsibilities):**

The Accountant III position will reside in the Financial Policy Section of DMA Budget Management. Responsibilities and duties include, but are not limited to:

- Coordinate revenue maximization initiatives. Work with the Secretary's Office, other agencies, contractor (s) and DMA sections to ensure that initiatives are in accordance with federal regulations and all steps to ensure accurate and audit worthy payments are made.
- Develop and implement fiscal policy and procedures. Develop policy for advance payments, criteria for repayments, bad debt write-off, and other fiscal issues as identified. Modify the cash management plan as needed. Oversee implementation of policy to ensure that it is applied appropriately (e.g. make determination of ability of providers to repay money owed by reviewing data compiled by staff).
- Coordinate resolution of audit issues.
- Coordinate A/R and A/P issues between and among DMA, EDS, Controller's Office and providers.
- Prepare regular and ad hoc analysis of payments, outstanding debts, resolution of audit issues, etc.

**Statutory Reference for Request**

Lanier M. Cansler  
Presentation to be made by

Deputy Secretary, DHHS  
Title

Lanier M. Cansler  
Agency Head Signature

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State Budget Officer Signature