

ARKANSAS HEALTH INSURANCE MARKETPLACE
FINANCE DIRECTOR
JOB DESCRIPTION

The Arkansas Health Insurance Marketplace (AHIM) was established by Act 1500 of the Arkansas State Legislature, to manage and implement a state-based health insurance marketplace in Arkansas in accordance with state and federal law. Arkansas currently has a state partnership health insurance marketplace. The AHIM will be responsible for designing, implementing, and operating the state-based health insurance marketplace. Arkansas is the first state in the country with federal approval to serve its Medicaid expansion population through the marketplace via a premium assistance model.

Position Title: Finance Director

Reports To: Executive Director

Position Summary:

Reporting to the Executive Director, the Finance Director is responsible for management oversight and the strategic direction of the financial operation of the marketplace, including negotiating financial contracts with managed care organizations. The Finance Director works directly with the Executive Director on key strategic initiatives. The Finance Director also works closely with the Chief Information Officer, and other members of the senior management team, and the AHIM Board of Directors, to develop and implement strategy for Marketplace programs.

Responsibilities:

- Support the AHIM Board in policy making, and presenting updates on a regular basis.
- Develop financial modeling for short and long-term strategic initiatives of the marketplace.
- Conducts technical and fiscal activities required to prepare, submit and manage grant proposals, contracts and procurement and grants accounting.
- Research funding opportunities, prepare grant applications, including writing and amending program descriptions and/or budget, compiling required financial and statistical data, prepare program and financial reports, prepare and monitor agreements with sub-grantees for adherence to program objectives and guidelines of the grants, provide fiscal and programmatic technical assistance and composing reports to the federal government as required by the grant awards.
- Develop and manage marketplace budgets, including grant and contractual financial reporting and reconciliation in coordination and complying with all grants reporting as required by CMS/CCIIO or other funders.
- Collaborates with key personnel from other state agencies in policy and program development.
- Oversees day to day processes of the accounting department, which includes financial statement process, accounts payable, payroll, and annual audit.
- Develop RFP's and provides financial oversight to the procurement of outside vendors for the marketplace.

- Plays a key role on the Senior Team, ensuring that information is consistently shared with team members.
- Oversee the development of the marketplace's policies and procedures as they relate to financial operations.
- Collaborates with other Senior Team members in developing the goals and objectives for the marketplace.
- Supports Marketplace wide strategic initiatives as needed.

Qualifications and Educational Requirements:

- Candidate must have a Bachelor's Degree with at least ten years of management experience. A Master's Degree in Public Administration, Business Administration, or equivalent strongly preferred.
- Must be familiar with health care systems, health insurance, and managed care, with significant knowledge of state health care system and state health care laws.
- Strong analytical skills are a must.
- Demonstrates the ability to work within a fast-paced, quickly evolving organization.
- Must be able to manage multiple, complex priorities and respond to changes effectively.
- Candidate must be a committed team player with exceptional interpersonal, problem-solving, and communications skills. Candidate must have demonstrated success in working with a wide range of stakeholders.
- Strong oral and written presentation skills essential.

Please send resumes as a .pdf to ahim.office@gmail.com by 5:00pm CST on June 30, 2014 with "Finance Director" in the subject line.