



## HEALTHY OPPORTUNITIES PILOT (HOP) PROGRAM BUDGET MANAGER JOB DESCRIPTION

**SUMMARY:** Provide financial oversight and managed accountability for the HOP Program to include accounts receivable, accounts payable and payroll.

**EDUCATION REQUIREMENT:**

**REQUIRED:** High School Diploma or equivalency.

**RECOMMENDED:** Bachelor Degree in Accounting, Business Administration, Finance or related field. Demonstrated experience in budget management is strongly preferred. Must have experience with medical billing.

**ESSENTIAL JOB DUTIES:**

- Monitors program budget.
- Submits reimbursement requests for program expense.
- Submits invoices for billable services.
- Completes monthly payroll process.
- Completes all reports as required to include monthly, quarterly and annual reports.
- Maintains ledgers of all program expenses.
- Ensures accounting in budgeting process.
- Ensure financial compliance with company and grant standards as outline in operational practices.
- Vets funding requests for supply and marketing orders.
- Participate in professional development trainings as required.
- Demonstrate proficiency in medical billing for approved services and medical coding.
- Translate medical coding, when required.
- Conduct Medicaid reviews.
- Complete internal audits.
- Create program financial statements.
- Coordinate with third-party entities to resolve billing inconsistencies and errors.

#### ADDITIONAL PRE-EMPLOYMENT REQUIREMENTS

- Valid Driver's License
- Proof of Eligibility to Work in the United States
- Basic Computer Literacy Skills
- Demonstration of proficiency in verbal and written communication in English.

\*All candidates for hire must complete a driving record and criminal background evaluation.