

MEORC Policy Reference: **PERSONNEL**
POSITION DESCRIPTION: Fiscal Specialist I
Policy Number:

Purpose: To describe the essential elements of the duties of Fiscal Specialist.

Policy: The duties of the Fiscal Specialist include but are not limited to the essential elements described in this position description.

Requirements: High School graduate or possess a GED. Must be bondable. Must pass a BCI check. Must have a valid Ohio Driver's License with vehicle insurance and reliable transportation. Experience preferred in financial office operations. Experience with persons with disabilities not required but beneficial.

Work Functions and Focus:

1. Ensure maintenance and compilation of accurate fiscal data
2. Conduct research
3. Prepare reports
4. Communicate with customers and stakeholders in various settings (i.e. email, phones or group presentations)
5. Manage multiple assigned projects
6. Adapt quickly to various computer applications
7. Skilled in data entry, telephones, office equipment and process mail
8. Strong knowledge of Microsoft applications, especially Word, Excel and Powerpoint
9. Work and communicate effectively with MEORC staff, county board staff, consumers of services, their families, providers, state and local agencies, and others in a facilitative and proactive manner
10. Work effectively as a team player assisting in the implementation of the administration of the waiver management cycle
11. Maintain the attitude, conduct, and moral behavior appropriate to a professional public servant
12. Understand and practice the professional code of ethics in keeping with the confidentiality of information and materials with which he/she may come into contact
13. Effectively balance multiple assignments and priorities, working within identified time constraints
14. Develop and maintain information and knowledge of Local, State, and Federal regulations regarding supported living/waivers
15. Assist in implementation of MEORC's mission and goals consistent with policies and procedures
16. Perform related duties as required

Medicaid Administration Claiming (MAC): Upon review of the duties and responsibilities of this position MEORC has authorized, but has not limited utilization all MAC codes, except those related to the investigation of MUIs.

Supervisor: Associate Director of Business

Other: Working hours generally are 8 A.M. to 5 P.M. Monday through Friday or as approved or required by supervisor

Salary Range: \$10.50 to \$12.00 per hour (Based on 2,056 annual hours)

The foregoing is not intended to represent an exclusive listing of job duties and worker characteristics included within the position. Other duties and worker characteristics may be required which serve to meet the Board's operational and program objectives.