TITLE: **IDEA/Medicaid Budgeting and Reporting Specialist**

QUALIFICATIONS:

1. Holds a Bachelor’s Degree in Accounting or related business field, or

and/or

1. Has five (5) years’ experience in accounting/finance/budgeting.

1. Has demonstrated competence in performance of duties and an understanding of compliance requirements related to compensation, Medicaid, statutes, regulations and policies.
2. Proficiency in the use of computers, standard computer programs and accounting software, to include intermediate to advanced skills in spreadsheet, word processing, presentation and e-mail software.
3. Excellent customer service and interpersonal communication skills including the ability to communicate and work effectively with employees and staff.

REPORTS TO: Director of Special Education

JOB GOAL: Assist in various reporting functions, budgeting and tasks associated with general accounting functions of IDEA/Preschool/Medicaid.

PERFORMANCE RESPONSIBILITIES:

1. Coordinate School Based Health Services:
   1. Attend annual Medicaid conference
   2. Understanding of SBHS Process, federal and state guidelines.
   3. Maintain EzEdMed database
   4. Submit transportation claims
   5. Coordinate assistive technology purchases
2. Responsible for reporting as it relates to Medicaid
   1. Submit Medicaid application
   2. Maintain direct list for SBAC
   3. Fairbanks Cost Report
3. Knowledgeable of grand funding matrix and allowable costs of each grand to determine appropriate support of expenditures; understand non-supplanting and excess costs requirements’ initiate prior approval from KDE for use of code requiring specific approval
4. Create and produce through GMap an itemized operational expense budget for IDEA Basic, IDEA Private and IDEA Preschool broken down by district and school to include salaries.
5. Determine financial status of each budget by analyzing the results and variances, amend budget to realign expenditures as needed
6. Create and produce qualitative reports on usage to track expenditures: Special education classrooms by school, software, assessments, specialized supplies and transportation ETC.
7. Participate in regular professional development opportunities to maintain current knowledge of statutes, regulations and mandates related to performance of duties.
8. Maintain proficiency in current technologies related to the duties and develop competency in emerging software.
9. Responsible for grant deadlines and ensure expenditures are encumbered within date requirements.
10. Assist with analysis and preparation of financial records related to IDEA and Medicaid as necessary for annual audit/
11. Perform other duties consistent with the position as requested by supervisor.

TERMS OF EMPLOYMENT:

* Hourly (Grade 13)
* 40 hours per week (8 hours per day)
* 12 month contract (246 days)
* Board approved: