



Silver State Health Insurance Exchange

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www.nevadahealthlink.com/sshix

JOB ANNOUNCEMENT: FINANCE AND RESEARCH OFFICER
POSTED: DECEMBER 7, 2018
REPOSTED: December 31, 2018
REPOSTED: January 9, 2019

SPECIAL NOTIFICATIONS: This position is exempt from the provisions of State of Nevada classified service. Selection shall be made by, and the incumbent shall serve at the pleasure of the Executive Director.

DESCRIPTION OF SILVER STATE HEALTH INSURANCE EXCHANGE: The Silver State Health Insurance Exchange is the state agency that oversees and operates the online health insurance marketplace in the state of Nevada, known as Nevada Health Link. We are often referred to as the "Exchange." There are seven Board Members and 13 Staff Members—11 in Carson City, NV and two in Henderson, NV.

The Exchange facilitates and connects eligible Nevadans who are not insured by their employer, Medicaid, or Medicare to health insurance options. Individuals can purchase ACA certified Qualified Health Plans through the Exchange and if eligible, can receive subsidy assistance to help offset their monthly premiums and out-of-pocket costs.

POSITION SUMMARY: The Finance Officer (FO) will function as a business manager for the Exchange, with responsibility for accounting, budgeting, fiscal management, under the direction of the Executive Director. Additional responsibilities are varied and include planning, organizing, coordinating and supervising work regarding grants, account reconciliation, contract development and administration, fiscal policy and process development, and leases.

The FO will plan, organize and manage programs and activities in the Exchange in several areas of responsibility. The incumbent will develop and implement goals and objectives; review and evaluate outcomes and results; assess program effectiveness and propose enhancements to improve efficiency and effectiveness; develop innovative solutions to operational problems; train, supervise and evaluate the performance of Exchange personnel as assigned.

It will be necessary for the FO to work collaboratively with representatives of other State agencies, federal and local jurisdictions, regulatory agencies, vendors, contractors and others in the community to coordinate Exchange activities, provide and obtain information, resolve problems, and represent the interests of the Exchange.

SALARY AND BENEFITS: Salary range is up to \$88,683 (employer/employee paid retirement). Employee benefits include paid annual leave, sick leave, health insurance, and state retirement benefits. Other optional benefits are available, including a deferred compensation package.

QUALIFICATIONS/REQUIREMENTS: Bachelor's degree from an accredited college or university in business administration, accounting, finance or related field and four years of varied professional experience which includes budget development and analysis, creation and submission of budget work programs, testifying before the Nevada Legislature and/or Interim Finance Committee, responsibility for accounting and

fiscal management, and management of two or more business operations such as contract and lease administration, purchasing operations, buildings and grounds maintenance, federal reporting and personnel management. Preference will be given to individuals with State of Nevada budget and accounting experience. Skills required may include: planning, developing and monitoring diverse programs and business operations; developing clear objectives consistent with departmental and State goals; principles and techniques used in planning, organizing, developing and administering comprehensive programs which are subject to unprecedented circumstances; invoice creation; vendor payment, revenue and expense reconciliation; government administrative processes including: budgeting, internal control procedures, policy development, planning, problem solving, and management analysis; **OR** an equivalent combination of education and experience.

LOCATION/TRAVEL: The position is based in Carson City. Periodic travel in-state and out-of-state may be required.

RESUMES WILL BE ACCEPTED UNTIL: Recruitment needs are satisfied.

SUBMIT COVER LETTER AND RESUME/DIRECT INQUIRIES TO:

Agency HR Services

Attn: Gennie Hudson

email to: agencyhr@admin.nv.gov

or mail to:

400 W. King Street, Suite 406

Carson City, NV 89703

PLEASE REFERENCE THE FOLLOWING IN THE SUBJECT:

Last Name/Finance & Research Officer/How you heard about this position

The State of Nevada is an Equal Opportunity Employer.