## STATE OF SOUTH CAROLINA

### Department of Health and Human Services

1801 Main Street, Suite 224
Columbia, SC 29201

**INVITES APPLICATIONS FOR THE POSITION OF:**
Deputy Director for Finance and Chief Financial Officer

*An Equal Opportunity Employer*

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**THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE AGENCY RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART, NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.***

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<thead>
<tr>
<th><strong>OPENING DATE:</strong></th>
<th>01/18/22</th>
<th><strong>CLOSING DATE:</strong></th>
<th>Continuous</th>
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<tbody>
<tr>
<td><strong>JOB TITLE:</strong></td>
<td>Deputy Director for Finance and Chief Financial Officer</td>
<td><strong>CLASS CODE:</strong></td>
<td>UZ01</td>
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<tr>
<td><strong>POSITION NUMBER:</strong></td>
<td>61096800</td>
<td><strong>SLOT CODE:</strong></td>
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<tr>
<td><strong>STATE SALARY RANGE:</strong></td>
<td>Annually</td>
<td><strong>AGENCY HIRING RANGE - MIN:</strong></td>
<td>102,192.00</td>
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<td><strong>AGENCY HIRING RANGE - MAX:</strong></td>
<td>165,000.00</td>
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<tr>
<td><strong>LOCATION:</strong></td>
<td>Richland County, South Carolina</td>
<td><strong>JOB TYPE:</strong></td>
<td>Temporary Grant - Full-Time</td>
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<td><strong>NORMAL WORK SCHEDULE:</strong></td>
<td>Monday - Friday (8:30 - 5:00)</td>
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<td><strong>RESIDENCY REQUIREMENT:</strong></td>
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<td><strong>RESIDENCY REQUIREMENT SPECIFICS (IF ANY):</strong></td>
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<tr>
<td><strong>AGENCY SPECIFIC APPLICATION PROCEDURES:</strong></td>
<td>All applicants must apply online.</td>
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**JOB RESPONSIBILITIES:**

This position is located in the Office of Finance and Administration, Richland County. The incumbent serves as the Chief Financial Officer (CFO) for the South Carolina Department of Health and Human Services (SCDHHHS).

The CFO oversees the agency's financial activities including forecasting and monitoring of the operating budget, accurate and timely payment disbursement, financial reporting, and decision support analytics. The incumbent oversees provider reimbursement policies and negotiates complex multi-million dollar agreements including managed care contracts.
The incumbent is heavily involved in strategic planning for SCDHHS and acts as a critical partner to the Department's Director and leadership team. The CFO oversees the agency's decision support function, providing agency-wide reporting, analytics, and financial forecasting for current programs, while also modeling the potential impact of anticipated changes due to statutory or regulatory changes, newly-proposed initiatives, or other market forces.

Represents the Department to key stakeholders including the Governor's Office and General Assembly, provider communities and their associations, and other stakeholders and advocacy groups.

- Performs fundamental supervisory and leadership functions in accordance with Department policies and procedures, best practices and Federal and State rules and regulations, especially with regard to Equal Employment Opportunity Commission (EEOC) standards.
- Maintains an effective organizational team and motivates diverse staff to accomplish mission critical operations and objectives. Promotes workforce engagement.
- Develops and sustains stable financial systems for a Department with an annual budget exceeding $8 billion. Ensures spending remains within forecasted windows and authorization limits.
- Directs all aspects of the Department's financial accounting operations.
- Provides oversight of the Department's reimbursement methodology (rate-setting) functions for health care providers and managed care organizations.
- Provides financial and fiscal impact analysis and consultation on Medicaid issues to the Department Director, manages and staff, the Governor's Office, General Assembly, Executive Budget Office, and other external entities.

**The South Carolina Department of Health and Human Services offers an exceptional benefits package for FTE and TGE positions that includes:**

- Health, Dental, Vision, Long Term Disability, and Life Insurance for Employee, Spouse, and Children
- 15 days annual (vacation) leave per year
- 15 days sick leave per year
- 13 paid holidays
- State Retirement Plan and Deferred Compensation Programs

**MINIMUM AND ADDITIONAL REQUIREMENTS:**

- A Master's or Bachelor's degree in finance, accounting, business administration, economics, public administration, health administration, health policy, or similar disciplines. All degrees must be from a college or higher education institution recognized by the U.S. Department of Education & Council for Higher Education Accreditation (CHEA).
- A minimum of 10 years of progressively responsible experience in health and/or government finance and budgeting, federal grants administration, health and/or public administration, or relevant fields, of which at least 5 years must have been in a supervisory capacity.
- Advanced understanding of the legislative process as well as governmental processes and operations.
- Experience in negotiating contracts with external parties, such as health providers, third party payers, vendors, insurance carriers, and other contracting parties.
Significant experience in financial analysis and interpretation of financial and programmatic data. Ability to utilize financial information in determining strategic vision.

This position is considered at-will in accordance with §1-30-10 and §8-17-320 of the South Carolina Code of Laws; requires frequent independent decisions, timely actions based on limited and variable data, intuitive collaborative and communication skills (oral, written and presentation) and considerable overtime; must be able to sit or stand for long periods of time, think clearly in stressful situations and must be computer literate.

Must have and maintain a valid driver’s license.

**Additional Requirements:**

- Occasional overnight travel.
- Overtime and/or weekend work with Deputy approval.
- Sitting or standing for long periods of time.
- Lifting requirements: 20 Lbs.

**PREFERRED QUALIFICATIONS:**

- Extensive experience with Medicaid is strongly preferred.
- Master’s degree in a relevant field with evidence of significant experience in healthcare finance and operations.
- Highly developed leadership, management and communication skills are necessary.
- Certified Public Accountant or equivalent professional credentials are desirable.
- An understanding of Generally Accepted Accounting Principles.
- Strong preference for experience in negotiation and directing activities related to obtaining reimbursement from federal government programs such as Medicare and Medicaid.

**ADDITIONAL COMMENTS:**

Please complete the State application to include all current and previous work history and education. A resume will not be accepted nor reviewed to determine if an applicant has met the qualifications for the position. Supplemental questions are considered part of your official application for qualification purposes. All applicants must apply online. All correspondence from the Office of Human Resources will be through electronic mail.

The South Carolina Department of Health and Human Services is committed to providing equal employment opportunities to all applicants and does not discriminate on the basis of race, color, religion, sex (including pregnancy, childbirth or related medical conditions, including, but not limited, to lactation), national origin, age (40 or older), disability or genetic information.

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**Deputy Director for Finance and Chief Financial Officer Supplemental Questionnaire**

* 1. The responses you provide to these Supplemental Questions will be used in combination with your application to determine whether you meet the minimum qualification...
requirements. Failure to provide detailed and complete information may result in your application being rejected. Any misrepresentation or omissions will result in your disqualification from employment and/or termination. When applying for this position, I understand that I must thoroughly complete the Education and Work Experience sections of my application and the Supplemental Questions. Please do not submit a resume in place of completing the Education, Work History and Supplemental Questions. This includes a detailed description of each position that I feel qualifies me for the job I am seeking. I have read the above statement and understand that failure to provide sufficient detailed information may result in my application being rejected. I also understand that I may not submit resumes in lieu of filling out the application or answering the Supplemental Questions. I acknowledge that I have read, understand and agree with the above.

☐ Yes  ☐ No

* 2. If selected to be hired for this position, are you willing to accept a salary within the posted range of $102,192 - $165,000?
☐ Yes  ☐ No

* 3. What is your highest level of education achieved?
☐ Less than a twelfth grade education
☐ High School Diploma or equivalent
☐ Some College
☐ Associate Degree
☐ Bachelor's Degree or higher

4. Do you posses a Master's or Bachelor's degree in finance, accounting, business administration, economics, public administration, health administration, or health policy?
☐ Yes  ☐ No

* 5. If you answered no to the question above, but have a degree in a similar discipline, please list your degree and explain how it relates to this position.

* 6. Please explain in detail your progressively responsible experience in health and/or government finance and budgeting, federal grants administration, health and/or public administration, or relevant fields. Note: "Please see application/resume or N/A" is not an accepted answer.

7. Has at least five (5) years of your progressively responsible experience in health and/or government finance and budgeting, federal grants administration, health and/or public administration, or relevant fields been in a supervisory capacity?
☐ Yes  ☐ No

* 8. Do you have a valid driver's license?
☐ Yes  ☐ No

* 9. Please provide your driver's license number and state of issuance.

* 10. Have you ever been an employee of the SC Department of Health and Human Services? If yes, please list the department and your supervisor.
* 11. How did you hear about this position?
   - SCDHHS Website
   - careers.sc.gov
   - Career Fair(s)
   - Information Session(s)
   - SCDHHS Employee
   - Job Ad(s)
   - Indeed.com
   - Higher Education Resource(s)
   - LinkedIn.com
   - NAMD
   - Careerbuilder.com
   - SCHA (Hospitalcareers.com)
   - Glassdoor.com

* 12. If you learned of this posting from a SCDHHS employee, please list his/her name.

* Required Question