

The Virginia Hospital & Healthcare Association (VHHA) is seeking candidates for Manager of Medicaid Financial Policy at our headquarters in Glen Allen, Virginia. The Manager of Medicaid Financial Policy provides technical, analytical, and operational support to ensure the effective administration of the Virginia Hospital Mutual Assistance Program (MAP) and other Medicaid financial policy initiatives. This position plays a key role in data analysis, reconciliation, and policy support functions, and will work closely with VHHA member organizations, the Department of Medical Assistance Services (DMAS), and internal teams. The Manager will collaborate with the Senior Director of Medicaid and Hospital Financial Policy to maintain accuracy in program operations, monitor Medicaid-related changes, and ensure the timely execution of program processes.

Essential functions include:

- Complete daily operations and management of the Virginia Hospital Mutual Assistance Program.
- Establish and maintain effective working relationships with DMAS, MAP Governance Committee, CFO group, and legislature as appropriate.
- Serve as secondary contact for annual accounting firm review of the MAP.
- Assume secondary responsibility for member communication relating to Medicaid policy issues that impact the MAP.
- Assume secondary responsibility for developing interpretation of financial policies, government legislation or regulatory proposals related to the MAP, including researching and preparing analyses of complex financial actions and preparing recommendations for policy, procedure or action.
- Assist with monitoring legislative proceedings related to the assessments.
- Serves as backup on committees and workgroups related to hospital reimbursement policy.
- Collaborate with the Senior Director on the reconciliation and verification of quarterly hospital assessment calculations performed by DMAS.
- Monitor MAP transactions and fund flows and perform reviews of the necessary calculations, processes, and procedures required for completing the quarterly evaluation of payments and ensuring their accuracy and completeness.
- Act on behalf of assessed hospitals and health systems to complete paperwork, gather information, and file required reports.
- Assist in the transfer of the appropriate funds to each hospital after the mitigation and administrative process in accordance with the MAP agreement, providing summary reporting as well as details of any mutual assistance adjustments and the reconciliation which took place.
- Work with DMAS, MCOs, or hospital finance staff to resolve any exceptions identified in the MAP funds flow processes.
- Analyze hospital financial data for accuracy and integrity to determine present and future financial performance and the impact of various policy changes.

Ideal candidates will have knowledge of Medicaid policy, provider assessments, and hospital reimbursement systems. Must have advanced analytical and Excel modeling skills (pivot tables, VLOOKUP, formulas) and experience working with large datasets. Strong written and verbal communication skills are required, as well as strong attention to detail. Must be able to collaborate with cross-functional teams and manage multiple projects and deadlines in a fast-paced environment.

This is a full-time position which requires occasional travel within the Richmond metro area and Commonwealth of Virginia, and infrequent travel within the United States. Teleworking may be allowed based upon mutual agreement with supervisor. Occasional overtime and weekend hours are required. A bachelor's degree in Accounting, Finance, Public Policy, Health Administration, or a related field, or a minimum of 3 years of relevant experience in health policy, Medicaid reimbursement, or financial operations required. Must have demonstrated advanced proficiency in Microsoft Excel, including use of formulas, pivot tables, data manipulation techniques, and financial forecasting tools. Experience working with hospital financial data or in a Medicaid policy setting highly desirable, as well as prior participation in legislative analysis or financial modeling.

Compensation will be commensurate with work experience. VHHA offers a competitive benefits package and incentive plan opportunity.

Interested candidates should send a cover letter and resume to recruiting@vhha.com.

VHHA is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, religion, color, sex, national origin, age, disability, marital status, military service or veteran status, sexual orientation, gender identity, genetic information, pregnancy, childbirth, or related medical conditions, including lactation, political affiliation, or other basis prohibited by federal or state law relating to discrimination in employment.

It is the policy of VHHA to provide a drug-free workplace in keeping with the spirit and intent of the Drug Free Workplace Act of 1988. VHHA prohibits the manufacture, sale, distribution, dispensation, possession, or use of alcohol, controlled substances, or marijuana on VHHA premises or while conducting VHHA business on or off VHHA premises.