

Chief of Administration



Department of Health and Social Services
Division of Developmental Disabilities
Chief of Administration - \$67,168 to \$83,960

The Department of Health and Social Services, has an opening in Kent County for a Chief of Administration. This position oversees the fiscal operations of the Division of Developmental Disabilities.

This position manages the division's fiscal office. Duties include: accounts payable/receivable, budget development and expenditure tracking, contract administration, revenue management including cost allocation federal claiming and Medicaid claiming, client benefits management, prior authorization for Medicaid services, fleet management, special projects and providing senior management with required reports, briefings, projections and forecasts. The incumbent ensures efficient operation of the unit and that operations comply with all applicable federal, state and division rules and policies.

This position requires Possession of a Bachelors degree or higher in Accounting, Business Administration, Economics, Finance, Business Management, Computer Information Systems or related field. Experience in financial administration, budget administration, contract administration, and experience in operations management.

The State of Delaware offers a competitive benefits package, including 15 paid vacation days a year.

To apply for this position, please visit our website at www.delawarestatejobs.com and apply online to Chief of Administration, Recruitment # 052318-MABZ32-351100

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