

Connecticut Health Insurance Exchange
Job Posting - Controller
Salary Range: \$100,000 - \$120,000

Position Overview

The Connecticut Health Insurance Exchange (CT HIX) is currently looking for a highly motivated, technically competent Controller to join our team. The CT HIX is a statewide program being developed as a new marketplace for individuals and small businesses in Connecticut to purchase private health insurance coverage and have access to tax credits, cost subsidies, and public programs such as Medicaid. The CT HIX, a key provision of the federal Patient Protection and Affordable Care Act, must be fully functioning to begin operating on October 1, 2013 for health insurance coverage beginning on January 1, 2014.

Position Overview

The Controller will be an integral part of the Exchange's Finance team, and work to fulfill the organization's responsibilities for and commitment to accurate and transparent financial reporting, cash management, modeling and forecasting, accounting systems, membership and premium reconciliation and reporting, as well as meeting audit requirements, other regulatory requirements and ensuring a strong control environment.

Job Description

- Manage all financial reporting, tracking, and financial related compliance with all regulatory requirements for CT HIX constituents, including the Governor and Auditors of Public Accounts, the Office of Fiscal Analysis, Federal Center for Consumer Information and Insurance Oversight (CCIIO), and Federal Centers for Medicare & Medicaid Services (CMS).
- Ensure assets are safeguarded and all transactions are recorded accurately and timely by maintaining and improving processes and internal controls, and manage independent and internal audits of all departments. Maintain the accounting policy and procedures manual.
- Manage the productivity of day-to-day activities including cash management (accounts payable and cash receipts/disbursements), fixed asset records, and general ledger.
- Build models to develop scenarios for financial plans, forecasts and projects. Assist with scenario assumptions to test organizational goals.
- Assist in representing the Exchange and developing strategic relationships with other state agencies, financial institutions, auditors, federal agencies, state and federal officials, health plans, the Exchange Board of Directors and Advisory Committees, and other relevant entities, as requested.
- Develop, improve, and issue timely monthly financial records and reports to the senior team and the CTHIX Board, as needed. This will include membership and premium reconciliation and reporting once CTHIX is operational.

- Other assignments as deemed appropriate by the Chief Financial Officer.

Qualifications

At least seven to ten years (7 to 10) of experience in a healthcare or insurance environment with a strong emphasis on financial reporting, controls, and forecast modeling. Experience with regulatory requirements, grant administration and compliance preferred. The ideal candidate should have strong oral and written communication skills, be a team player, collaborative. Outstanding interpersonal skills are required. Proficiency in Microsoft Office products in general, but high proficiency in Excel and/or Access is required. Experience with QuickBooks preferred. MBA or CPA preferred.

Special Requirements:

Candidates under final consideration for an initial appointment within the CT-HIX are subject to a background check.

Contact: Send resume with cover letter to Human Resources Manager Bette.Jenak@ct.gov

CT HIX IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER