

Connecticut Health Insurance Exchange Job Posting

Position Title: Manager of Reporting

Salary Range: \$100,000 - \$130,000

The Connecticut Health Insurance Exchange (CT HIX) is currently looking for a highly motivated, technically skilled individual with excellent communication skills 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 Manager of Reporting will be an integral part of the Exchange's Finance Team working to fulfill the organization's responsibilities for establishing and executing a process to fulfill regulatory reporting requirements for CT HIX. Reports are required for the Governor and State Auditors of Public Accounts, the State Office of Fiscal Analysis, Federal Center for Consumer Information and Insurance Oversight (CCIIO) and Federal Centers for Medicare & Medicaid Services (CMS). Responsibilities include report development, liaising and coordination with federal and state agencies and organizations. The reporting process includes program implementation, administration, program monitoring and assessment. Financial reports are also included, as well as participating in financial oversight in the procurement and management of outside vendors for the Exchange.

Job Description

- Completing the periodic Progress Reporting for the Exchange to the Federal Agencies including CCIIO and CMS.
- Ensuring that the preparation of financial reports are accurate, timely and conform to government requirements.
- Ensuring annual reports to the Governor and State Auditors of Public Accounts and quarterly reports to the State Office of Fiscal Analysis required from the Board of the Exchange are prepared and filed.
- Attend meetings of appropriate state, local and regional organizations and perform other liaison functions to coordinate efforts in program area and any other related duties, as required.
- Lead Exchange efforts with system integrators, vendors, and contractors on pricing and contracting issues.

- Develop procurement plans, RFP's, and evaluation criteria for ancillary services and outsourcing of functionality.
- Works with all stakeholders to ensure financial, technical, and operational integration of contracted services.
- Provide staff support for the Chief Information Officer, Chief Operating Officer, and/or Director of Consumer Marketing on Federal Agency issues as approved by the Chief Financial Officer.
- Engage Board Members and/or the stakeholder community on health insurance exchange and health care reform issues as necessary.
- May perform other related duties such as developing goals, objectives, evaluation standards, timetables, program components and department policy.

Qualifications

Seven (7) years working experience in a regulated environment; Knowledge and ability to comprehend regulatory requirements; Experience with federal government contracting regulations (e.g. FAR) and/or grant administration and ability to transfer information to data in reports; Knowledge of grant administration; Strong interpersonal skills; Excellent oral and written communication skills; Supervisory experience is also a must; Bachelor's degree required; 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 by November 20, 2012.