

Office of the Secretary
Curtis State Office Building
1000 SW Jackson St., Suite 540
Topeka, KS 66612-1367



Phone: 785-296-0461
www.kdheks.gov

Janet Stanek, Secretary

Laura Kelly, Governor

Jobs URL: <https://admin.ks.gov/offices/personnel-services/jobs>

Job Title: Director of Medicaid Finance

Job ID: 218035

Location: Shawnee County

Job Posting Closes: September 30, 2025

Kansas Department of Health and Environment:

Our agency is led by Secretary Janet Stanek, who was appointed by Gov. Kelly in Dec 2021. KDHE is comprised of three divisions: Public Health, Environment, and Health Care Finance (which includes the State's Medicaid program, KanCare). We are the only agency in the nation to have these three entities under one roof which allows us to take a holistic approach to improving and protecting the health and well-being of all Kansans.

Verification of identity and employment eligibility to work in the United States is required by federal law. For a list of acceptable documents that establish these criteria, please refer to the federal [Form I-9](#). **KDHE does not provide sponsorships for this position.**

E-Verify: Kansas Department of Health and Environment (KDHE) participates in E-Verify and will provide the federal government with your [I-9](#) information to confirm that you are authorized to work in the U.S. For additional information regarding E-Verify, please click [here](#). For additional information regarding Immigrant and Employee Rights (IER) please click [here](#).

<http://www.kdhe.ks.gov/>

About the Position

- **Who can apply:** Anyone (External).
- **Classified/Unclassified Service:** Unclassified
- **Full-Time/Part-Time:** Full-Time
- **Regular/Temporary:** Regular
- **Work Schedule:** Monday-Friday, 8am-5pm (Flexible schedules available)
- **Eligible to Receive Benefits:** Yes
- **Veterans' Preference Eligible:** Yes
- **Sponsorship:** KDHE does not provide sponsorship for this position.

Compensation:

- **Annual Pay Range:** \$110,000 - \$120,000

** Salary can vary depending upon education, experience, or qualifications.*

Employment Benefits

- **Comprehensive medical, mental, dental, vision, and additional coverage**
- **Sick & Vacation leave**
- **Work-Life Balance programs:** parental leave, military leave, jury leave, funeral leave
- **Paid State Holidays** (designated by the Governor annually)
- **Fitness Centers** in select locations
- **Employee discounts** with the [STAR Program](#)
- **Retirement and deferred compensation programs**

[Visit the Employee Benefits page for more information...](#)

Position Summary & Responsibilities

The Position (K0221730)

The Director of Medicaid Finance of Kansas Medicaid serves as the senior executive responsible for the financial integrity, sustainability, and strategic fiscal direction of the Medicaid program. The Director oversees a multi-billion-dollar budget, ensures compliance with federal and state reporting requirements, manages provider and vendor payments, oversees vendors, identifies financial risks, and informs major policy and program decisions with rigorous analysis. The Director, Medicaid Finance, will directly oversee four managers, a team of approximately 15-20 staff across budget, payments, and fiscal reporting functions – and work with a range of external contractors. This position will be working closely on a daily basis with the State Medicaid Director and the Deputy Secretary, Fiscal Services.

Job Responsibilities may include but are not limited to the following:

Team Leadership & Capacity Building

- Direct and support a finance team responsible for budgeting, payments, and reporting.
- Document and institutionalize internal processes to increase accuracy, efficiency, and documentation.
- Assess current team capacity, address skill gaps, and foster a culture of accountability, learning, and excellence

Budget Development & Financial Analysis

- Oversee development of the Medicaid agency budget, including narrative justifications, caseload projections, rate assumptions and development, and scenario modeling.
- Collaborate with Medicaid program leaders during budget formulation and review processes, as well as working with the State Budget Office, Legislature, Governor's Office, and other Kansas state agencies.
- Provide regular updates on expenditure trends, funding gaps, and alignment with agency strategic priorities.
- Provide financial perspective to inform Medicaid program design, policy decisions, and cost-effective strategies.
- Develop and leverage analytic tools to guide decision-making in collaboration with program teams.
- Oversee MCO performance on financial parts of MCO contract, including medical loss ratio (MLR), provider reimbursement standards, etc.
- Proactively identify budgetary risks and propose responsive solutions to leadership

Payment Management & Fiscal Operations

- Oversee payments to providers, managed care organizations (MCOs), contractors, and vendors—ensuring timeliness, accuracy, and compliance with fiscal controls.
- Supervise the fiscal agent and third-party administrators handling claims processing or provider reimbursement.
- Monitor Medicaid administrative and vendor payment streams annually, ensuring sufficient cash flow and fund allocations.

Compliance & Reporting

- Ensure timely and accurate submission of federally required reports, including CMS-37, CMS-64, cost allocation plans, waiver expenditure reports, and corrective action follow-ups.
Coordinate with the CMS Regional Office and federal and state auditors on financial reviews, guidance interpretation, and compliance improvement efforts.
- Ensure robust documentation and oversight to reduce the risk of audit findings, disallowances, and CMS corrective action plans

Qualifications

Education:

- High School, GED

Licensing & Certification:

Minimum Qualifications:

- 4 years direct experience in Business, Finance, Health Care Management or related and 4 years of experience in planning, organizing and directing the work of a department, program or agency.

Preferred Qualifications:

- Valid Driver's License - Incumbent is required to have and maintain a valid driver's license when operating a state vehicle, a private vehicle, or a rental vehicle for the benefit of the State.
- 8 years direct experience in Public or Business Administration, Finance or related
- Knowledge of Medicaid financing stream.
- Experience with interpretation of regulations.
- Experience with budget development, fiscal analysis, and projection.
- Senior management experience in finance or health care fields.
- Experience analyzing data and presenting in clear and concise reports
- Word, Excel, PowerPoint, Access
- Proofreading, editing, attention to detail
- Advanced problem solving and analytical skills
- Communication skills
- Independent judgment
- Familiarity with audit processes
- Ability to assess compliance risks

Post-Offer, Pre-employment Requirements:

- **Kansas Tax Clearance Certificate:** A valid Kansas Tax Clearance Certificate is a condition of employment for all employees of the State of Kansas. Applicants (including non-residents) who receive a formal job offer for a State job, are required to obtain a valid Tax Clearance within ten (10) days of the job offer. A Tax Clearance can be obtained through the Kansas Department of Revenue who reviews individual accounts for compliance with Kansas Tax Law. If you have a missing tax return(s) or you owe taxes to the State of Kansas, please know that the Kansas Department of Revenue will work with you. The Kansas Department of Revenue can set you up on a payment plan to receive a Tax Clearance so you can get a job working for the State of Kansas. The Kansas Department of Revenue can be contacted at 785-296-3199. [Kansas Department of Revenue - Tax Clearance Frequently Asked Questions](#)

Recruiter Contact Information

- **Name:** Melody Hazard
- **Email:** Melody.Hazard@ks.gov
- **Mailing Address:** 1000 SW Jackson St. Suite 580 Topeka, KS 66612
- **Please include the Job ID number when emailing.**

Job Application Process: Only applications submitted within our State of Kansas Careers Portal will be considered.

- **First Sign in or register as a New User at** <https://admin.ks.gov/offices/personnel-services/jobs>
- **Complete or update your contact information on the State of Kansas Careers Portal > My Contact Information page.** *This information is included on all your job applications.
- **Upload required documents listed for each specific job posting.**
- **Start your draft job application, upload other required documents, and submit when it is complete.**
 - **Manage your draft and submitted applications on the Careers> My Job Applications page.**
- **Check your email and My Job Notifications for written communications from the Recruiter.**
 - **Email – sent to the Preferred email on the My Contact Information page.**
 - **Notifications – view the Careers> My Job Notifications page.**

Helpful Resources at jobs.ks.gov: “How to Apply for a Job – Instructions” and “How to Search for a Job – Instructions.”

