



# JOB OPENING

## CDS-FMSA Payroll and Employer Services Manager Assistant

**DEPARTMENT:**

Consumer Directed Services (CDS) Financial Management Services

**SUMMARY:**

This position is responsible for providing support to CDS Payroll and Employer Services Managers.

**LOCATION:**

Remote-hybrid, work-from-home office.

**REPORTS TO:**

CDS-Director of Operations

**STATUS:**

Salaried, full-time employment. Exempt under the Fair Labor Standards Act.

**WORKING CONDITIONS:**

Flexible schedule, typically Monday-Friday 8am-5pm. Some weekend/after-hours for staff meetings and other activities likely. Some in-area travel. Out-of-town travel may occur.

These duties are performed under supervision and in accordance with Imagine Enterprises' established policies. This position will work cooperatively with CDS staff, service providers and the community, always ensuring the consumer's rights are respected and observed.

**QUALIFICATIONS:**

- A high school diploma or GED.
- Pass required security background check.
- U.S. citizen or Green Card holder, with a Social Security card.
- Current Texas Driver's License and auto liability insurance with reliable transportation.
- Operational knowledge of basic office equipment, computer, printer and scanner.
- Familiar with Adobe Acrobat and Microsoft 365—Word, Teams, Outlook, etc.
- Ability to handle both electronic and paper filing systems.

**JOB DUTIES:**

- Provide support to the CDS-Director of Operations, specifically with CDS payroll and DCI input.
- Provide support to the Employer Services Managers with data entry into DCI, Microsoft 365 Planner to track critical documents and their renewal date.
- Consistently demonstrate awareness of the confidentiality of client information in handling both paper and electronic information.
- TMHP Medicaid billing.

- Ensure monthly completion of required credentialing reports for employees, vendor entities, and Imagine Enterprises staff.
- New hire reporting with the Attorney General's office

#### **PRODUCTIVITY:**

- Demonstrated ability to self-manage multiple work tasks from various Imagine departments in a work-from-home environment.
- Exhibits good interpersonal skills and ability to establish a working relationship with supervisors, coworkers, and the people we serve.
- Provide a mature problem-solving approach to daily work, with the ability to express self clearly and effectively orally and in writing.
- Inform the supervisor immediately of any difficulties that obstruct the completion of duties or changes in normal scheduling.
- This is a work-from-home position so the candidate must be self-motivated, have the ability to multitask, and have excellent organizational skills.

#### **TRAINING:**

- Candidate must enroll in and pass the HHSC Support Advisor online training within the first 30 days of employment. This coursework provides in-depth knowledge of the consumer-directed services option in the Medicaid waiver services.
- Participate in HHSC webinars, Imagine Enterprises training and required staff meetings.

#### **BENEFITS:**

- Medical, dental and vision insurance
- Simple IRA
- Life & AD&D insurance
- Sick, vacation leave, and paid holidays
- Mileage reimbursement
- Wi-Fi reimbursement
- Computer, printer/scanner will be provided by Imagine Enterprises

For more information contact Cheryl Harris: 832-563-0661

Submit resume to: [cheryl.harris@imagine-enterprises.org](mailto:cheryl.harris@imagine-enterprises.org)