



MISSISSIPPI STATE DEPARTMENT OF HEALTH

Office of Rural Health & Primary Care
Rural Hospital Loan Program (RHLP) Coordinator Position
(Accountant II)

The Mississippi Office of Rural Health and Primary Care is seeking a potential candidate for the position of Rural Hospital Loan Program (RHLP) Coordinator. The RHLP Coordinator will be responsible for managing and administering this program in the Office of Rural Health and Primary Care. This position requires the ability to handle multiple projects and deadlines simultaneously. An ideal candidate is proficient in Microsoft Office products, extremely organized, meticulous with details, has the knowledge to undertake analysis and interpretations of financial information and data, and has excellent written/verbal communication, project management, and time management skills. Some financial background/experience is preferred but is not required for this position. Also, as part of the role of the RHLP Coordinator, they will be required to assist with the Mississippi Local Provider Innovation Grant Program.

The job duties for this position include, but are not limited to responsible for examining, accounting, reconciling, analyzing, and interpreting accounting data and records as it relates to the RHLP; reviewing fiscal/financial transactions, invoices, and supporting documentation for compliance with program requirements; accountable for working under the guidance or within the framework of established processes, systems, practices, and regulations and applying those to perform work, research and make evaluations and recommendations; monitoring and tracking of measures, impact, and outcomes of the loan program; reviewing files and applications to make recommendations and drafting staff analyses; following and reporting on the RHLP funding process and activities to ensure compliance with all requirements for the program; developing and maintaining master files and reports associated with the program requirements; executing contract/agreement documents; conducting surveys, evaluations, and database research; providing technical assistance to all partners and program participants; ability to work both in a team and independently and other related duties as assigned.

The ideal education, experience, and qualifications for this position include a bachelor's degree and 2-4 years of experience and/or appropriate certification.

To apply, please send your resume to morhpc@msdh.ms.gov with **RHLP Coordinator** in the subject line.