Office of the State Auditor

FIELD AUDITOR I - MEDICAID AUDIT UNIT
BROCKTON OFFICE (2 positions)

Posting Number 2015–20-21

SALARY RANGE (Grade 10) CSA316: $38,057.52 - $57,086.80 (Commensurate with experience.)

The Office of the State Auditor (OSA) offers a unique opportunity to work in a government environment that is high profile and has high expectations but is also committed to sustaining a healthy work/life balance.

GENERAL STATEMENT OF DUTIES:

The largest portion of the state budget is consumed by health and human services, which accounts for nearly half of the state budget. In 2011, spending for just MassHealth, the state's Medicaid program, amounted to $9.8 billion to provide health care to 1.3 million eligible residents, including people of low income, children, seniors, and the disabled. Because of the number of people served and the size of the appropriation, the OSA maintains a dedicated Medicaid Audit Unit.

Based in the Brockton Office of the OSA, the Field Auditor I in the Medicaid Audit Unit participates in field audits assigned to this unit. These audits identify opportunities and provide recommendations to improve government operations by establishing accountability, improving the efficiency and effectiveness of operations, and enhancing the transparency of government activities.

Successful Field Auditors come from many backgrounds. For this entry-level position, the OSA is looking for candidates who have strong communication and analytical skills, the ability to build effective working relationships, and a strong desire for professional development.

SUPERVISION RECEIVED:

Work under the direct supervision of an Auditor-in-charge (AIC) who is at the level of Senior Auditor or Audit Supervisor.

DUTIES AND RESPONSIBILITIES:

Field Auditors in the OSA participate in audits of state government entities and government contractors. After a period of initial training and "onboarding", Field Auditors are assigned to an audit (in a region of the state) and, under the supervision of an AIC, are responsible for performing various audit-related tasks, including, but not limited to, conducting audit testing and preparing electronic work papers, attending and participating in meetings and interviews, employing analytical skills in assessing documents and records, and preparing various written documents.

Filed Auditors are required to travel to audit sites within the state and are expected to complete all of their assigned work in a timely and professional manner in accordance with OSA policies and Generally Accepted Government Auditing Standards (GAGAS).

At the completion of an audit, Field Auditors undergo an end-of-audit evaluation that involves assessing their work performance, compliance with GAGAS, and professionalism.

MINIMUM QUALIFICATIONS:

The successful candidate will possess and/or demonstrate the following:

- A bachelor's degree.
- Strong oral and written communication skills.
- Proficiency in Microsoft Word, Excel, and Access. Preference may be given to candidates who are also familiar with the TeamMate audit software.
- Strong analytical, problem-solving, and organizational skills and ability to think critically and creatively.

- The ability and desire to be a self-starter and follow through with assigned tasks within established timeframes with a minimum amount of supervision.
- Strong collaboration, interpersonal management, and relationship skills
- Ability to exercise sound judgment

No work experience is required, although preference may be given to those with relevant experience or demonstrated strengths in the areas of critical thinking and analytical reasoning. Field Auditors will receive training on auditing techniques.

PREFERRED QUALIFICATIONS:

The following areas will also be important considerations:

- A bachelor's degree in accounting, finance, business administration, public administration, mathematics, statistics, computer science, or a similar concentration that demonstrates the use of strong analytical skills.
- Experience in auditing, particularly performance auditing is a plus.
- Knowledge of the Commonwealth's Human Services system, especially the MassHealth program
- General knowledge of data mining technologies and techniques used to search databases
- Knowledge of the Massachusetts Medicaid Management Information System (MMIS)
- Knowledge of Computer Assisted Auditing Techniques (CAAT), preferably ACL
- Demonstrated leadership potential.
- Experience in program evaluation.
- Experience using computer based research tools and other information sources.
- Experience in interviewing, writing reports, giving presentations and conducting research.
- An advanced degree or certification.
- Working knowledge of GAGAS.
- Knowledge of state government operations.

We require that all applicants have a valid Massachusetts driver's license and that they maintain a safe driving record.

***No Phone Calls Please*:**
To apply, please submit an electronic copy of a cover letter and resume, no later than August 5, 2015 to OSA.applications@sao.state.ma.us when you apply, we invite you to submit a copy of the OSA's Voluntary Self Identification Form, with your resume

The Office of the State Auditor is committed to providing equal employment opportunities. Employment actions such as recruiting, hiring, training, and promoting individuals are based upon a policy of non-discrimination. Employment decisions and actions are made without regard to race, color, gender, religion, age, national origin, ancestry, sexual orientation, gender identity and expression, disability, military status, genetic information, political affiliation, or veteran's status.