



# Office of the State Auditor

## AUDIT DIRECTOR Medicaid & Health Care Audits

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**Posting Number 2019-20**

**SALARY RANGE (Grade 18) CSA964: \$91,817.00 – \$118,000.00/yr. (commensurate with experience)**

The state's Medicaid Program administers medical services for eligible Massachusetts residents including children, seniors, people with low incomes, and people with disabilities. Approximately one-third of the Commonwealth's annual budget is allocated to fund Medicaid program services, which are provided to approximately 1.9 million people. The Office of the State Auditor (OSA) receives an annual appropriation to fund a dedicated Medicaid Audit Unit within the OSA.

### **GENERAL STATEMENT OF DUTIES:**

The Audit Director, Medicaid & Health Care Audits (Director) is responsible for administering all aspects of the operation of the Medicaid Audit Unit, including the hiring and training of the staff and the planning, management, and timely completion of all audit work in accordance with GAGAS. The Director is responsible for providing agency-wide leadership by both facilitating and participating in activities that support the goals of the OSA's strategic plan. They are also responsible for directing and driving the success of multiple engagements; attracting, developing, and retaining quality personnel; and maintaining an effective line of communication between the OSA and the state Medicaid agency.

### **SUPERVISION RECEIVED:**

Work under the general guidance of the Deputy Auditor for Audit Operations.

### **SUPERVISION EXERCISED:**

Responsible for the general supervision of assigned Audit Managers and other audit and administrative staff members working in their division.

### **DUTIES AND RESPONSIBILITIES:**

*Audit Directors in the OSA are expected to perform a variety of tasks, including, but not limited to, the following:*

- Assess needs, establish priorities for audit coverage, and develop short- and long-range audit plans; monitor the status of divisional work and report it to the Deputy Auditor for Audit Operations.
- Establish and facilitate the achievement of annual divisional goals that are in line with the OSA's strategic plan.
- Coordinate all audit work, review audit reports before formal release, and review supporting work papers to ensure that reports are well written and that findings and conclusions are properly supported.
- Ensure the timely completion of all audits and the performance of all work in accordance with applicable standards.
- Evaluate the performance of the managerial staff and review evaluations performed by managers of other audit personnel working in the division.
- Participate in the hiring of divisional staff.
- Work with other division Directors to ensure that OSA audit activities are effectively coordinated.
- Represent the OSA at meetings with agency officials, contractors, grantees, and others.
- Participate in presentations to external and internal groups.



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- Work with OSA Data Analytics to determine what data should be used on each audit and ensure that the data used are accurate and complete. Facilitate the use of data analytics on all audits to improve the efficiency and effectiveness of the audit process.
- Work with reporting managerial staff to ensure independent oversight of the MassHealth program aimed at identifying weaknesses in MassHealth's ability and efforts to detect fraud, waste, abuse, and mismanagement in the Massachusetts Medicaid program as well as improper and potentially fraudulent claims for Medicaid services
- Identify systemic problems in Mass Health Programs which would allow the OSA to make more comprehensive recommendations on how to improve programmatic operations.
- Analyze assigned audits and projects to determine their complexity and the skills and resources needed for timely completion;
- Analyze assigned audits and projects to determine their complexity and the skills and resources needed for timely completion.
- Assess the progress of ongoing audit engagements to
  - determine whether changes in scope or objectives are required;
  - provide technical advice and consultation;
  - ensure completeness and accuracy of technical substance;
  - ensure compliance with OSA and Yellow Book standards and policies;
  - ensure conformity to approved audit programs;
  - ensure that audit progress reports, surveys, programs, and other internal reporting documents are submitted in a timely and accurate manner;
  - ensure that all audit reports are complete, accurate, well-written, and in the standard format, with all findings attributed and substantive;
  - coach, support, and evaluate the performance of staff and review the personnel evaluations of the audit staff;
  - review progress reports from subordinate staff members on ongoing audits in order to brief the Deputy Auditor for Audit Operations on findings resulting from these audits;
  - make recommendations to the Deputy Auditor for Audit Operations and/or senior staff about agencies, institutions, or programs to be audited and the specific areas targeted for review;
  - review staff training needs and make appropriate referrals; and
  - professionally represent the OSA at meetings with agency officials, contractors, grantees, and others.
- Perform other duties as assigned by the Deputy Auditor for Audit Operations.

### MINIMUM QUALIFICATIONS:

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

- A bachelor's degree and 8–10 years of audit experience that includes government auditing, conducted in accordance with generally accepted government auditing standards; at least five years must be in a supervisory role. An advanced degree in business administration, public administration, may be substituted for up to 2 years of experience.
  - A CPA, CIA, CFE or CISA certification.



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- Experience in leading and motivating others, especially teams
- Experience working in teams.
- Knowledge of Massachusetts government operations.
- Proficiency with Microsoft Office, specifically Word, Excel, and Access.
- Outstanding organizational, problem-solving, and analytical skills.

### **PREFERRED QUALIFICATIONS:**

*The following areas will also be important considerations:*

- Experience in the use of TeamMate (OSA audit software).
- Experience with using data-mining software tools and techniques.
- Experience working in the Medicaid area.
- Experience in program evaluation, preferably of government entities.

### **No Phone Calls Please:**

To apply, please submit an electronic copy of a cover letter and resume, no later than **April 30, 2019** via the MassCareers website: [Click Here](#)

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.