



Office of the State Auditor

SENIOR AUDITOR I – MEDICAID AUDIT UNIT STATEWIDE

Posting Number 2019-36

SALARY RANGE (Grade 12) CSA318: \$51,828.48 - \$77,743.31 (Commensurate with experience)

This position will be based out of the [Boston](#), [Brockton](#), [Chicopee](#), or [Marlboro](#) OSA offices. Please indicate your geographical preference in office location when applying per the application instructions below.

The Office of the State Auditor offers a unique opportunity to work in a government environment that is high profile, 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 2017, spending for just MassHealth, the state's Medicaid program, amounted to \$14.8 billion to provide health care to 1.9 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.

The Senior Auditor I in the Medicaid Audit Unit supervises and/or participates in the field audits in this unit and has responsibility for the process, work product, and timeliness associated with the completion of these audits.

SUPERVISION RECEIVED:

Work under the direct supervision of either a Supervising Auditor or an Audit Manager who reviews work products for accuracy and completeness.

SUPERVISION EXERCISED:

Exercise direct supervision over Field Auditors.

DUTIES AND RESPONSIBILITIES:

On smaller, less complicated audit engagements, oversee all aspects of the day-to-day activities of the audit, including the planning, supervision of the filed staff, the conduct of all audit work, and the preparation of comprehensive audit reports in accordance with generally accepted government auditing standards.

- Review post-audit efforts undertaken by MassHealth to recoup payments owed to the Commonwealth due to identified fraud and abuse;
- Conduct ongoing, 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;
- Assign staff to specific sections of audits and monitor their progress, ensuring timely completion of the audit;
- Research pertinent rules, regulations and statutes which impact upon the subject matter of the audit;
- Advise Field Auditors during audits and assist on particular problems encountered;
- Review audit reports and supporting workpapers for accuracy and completeness;



Office of the State Auditor

SENIOR AUDITOR I – MEDICAID AUDIT UNIT STATEWIDE

- Responsible for the preparation of audit findings and deficiencies;
- Compile and edit materials essential to the production of an effective and comprehensive audit report;
- Help develop and prepare audit findings and corresponding comprehensive recommendations that improve performance, provide cost savings, and increase accountability.
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- Ensure that assignments are conducted in conformance with approved audit programs, and departmental standards and policies;
- Review exception sheets prepared by field staff and provide guidance on the disposition of items disclosed;
- Participate in conferences with agency representatives relative to the conduct of the audit;
- Assist in the training of assigned field staff and the preparation of performance evaluations of assigned audit staff;
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

The successful candidate will possess and/or demonstrate:

- A bachelor's degree in accounting, finance, business administration, or another major that requires the extensive use of research and analytical skills.
- At least three years' full-time or equivalent part-time experience, the major duties of which included experience in auditing, data analysis, program or policy evaluation or research.
 - An advanced degree (e.g., MBA, MPA, MS Accounting, MS Finance) or relevant professional certification (e.g., CPA, CIA, CGFM, CFE, or CISA) may be substituted for up to two years of experience.
- Working knowledge of Generally Accepted Government Audit Standards (GAGAS).
- Working knowledge of Generally Accepted Accounting Principles (GAAP).
- Proficiency in using the Microsoft Office software suite.
- Strong analytical, written and oral communication skills, with attention to detail.
- Ability to travel within regional office territory.

PREFERRED QUALIFICATIONS:

Experience and expertise in the following areas will also be important considerations:

- Has participated in major audit engagements, or complex or specialized audits requiring the application of technical knowledge and expertise.
- Knowledge of the Commonwealth's Human Services system, especially the MassHealth program.



Office of the State Auditor

SENIOR AUDITOR I – MEDICAID AUDIT UNIT STATEWIDE

- General knowledge of data mining technologies and techniques used to search databases.
- Knowledge of the Massachusetts Medicaid Management Information System (MMIS).
- Experience in Computer Assisted Auditing Techniques (CAAT), preferably ACL.
- Working knowledge of the Massachusetts Management and Accounting System (MMARS) and the Comptroller's Information Warehouse (CIW).
- Knowledge of Microsoft Access.

Salary is commensurate with experience.

*Candidates must have reliable transportation and the ability to travel to audit sites in cities and towns within Massachusetts.

*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 to 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.