



# Office of the State Auditor

## SENIOR AUDITOR II – MEDICAID AUDIT UNIT STATEWIDE

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Posting Number 2019-37

**SALARY RANGE (Grade 13) CSA319: \$57,011.68 - \$85,517.52 (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 II 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:**

*Senior Auditors in the Office of the State Auditor are expected to carry out the following work: 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.*

*On larger, more complex audits, work under the supervision of an Audit Supervisor, performing various assigned audit tasks that include, but are not limited to, the following:*

- 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.
- Design audit strategies and programs to be used in conducting performance and compliance audits of the Massachusetts Medicaid Program.



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- Assigning audit procedures to staff members to complete and monitoring their progress, ensuring the accurate and timely completion of the audit work in accordance with applicable standards.
- Research pertinent rules, regulations and statutes which impact the subject matter of the audit;
- Provide on-the-job training including reviewing performance of Field Auditors in all aspects of the audit process, including the development of audit findings, interviewing, report writing, problem resolution, etc.
- Prepare draft audit reports and supporting workpapers ensuring accuracy, content, and completeness;
- Responsible for the preparation of the outline of audit findings and deficiencies;
- Compile and edit materials essential to the production of an effective and comprehensive audit report;
- Prepare audit findings and corresponding comprehensive recommendations that improve performance, provide cost savings, and increase accountability.
- Ensure that assignments are conducted in conformance with generally accepted auditing standards, and departmental standards and policies;
- Participate / lead meetings/presentations with agency representatives relative to the objectives of the audit.
- Working collaboratively with the staff of a higher grade in fostering positive relationships among the audit staff and auditees.
- Assist management in planning and implement studies to determine the effectiveness of methods, systems, procedures, etc.
- 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 five 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, CISA) may be substituted for up to two years of experience.
- An advanced knowledge of generally accepted government auditing standards (GAGAS).
- Working knowledge of Generally Accepted Accounting Principles (GAAP).
- Proficiency in using the Microsoft Office software suite.
- Strong analytical, communication, and critical thinking skills and the ability to be creative.



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- Strong collaboration, interpersonal management, and relationship skills.
- Ability to exercise sound judgment.
- Ability to coordinate the efforts of others in accomplishing assigned work objectives.
- Ability to accomplish work objectives where few precedents or guidelines are available.
- Ability to supervise, including planning and assigning work according to the nature of the job to be accomplished, determining subordinates' training needs and providing or arranging for such training; and motivating subordinates to work effectively;
- 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.
- 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).
- Experience leading in audit engagements, preferably performance audits.
- Experience in performing program evaluations.
- Experience in conducting research using quantitative and qualitative methods.
- Experience using data analytics software and policy analysis methodologies.
- Ability to evaluate work activities in order to determine progress and effectiveness and to make recommendations concerning changes as needed.
- A functional understanding of public administration and state government.
- A working knowledge of public policy.

\*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](#)



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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.