



JOB ANNOUNCEMENT

AUDITOR I/II

August 11, 2017

The **MO HealthNet Division (MHD)** is seeking applications for **two Auditor I/II positions** located in Cole County. This position will be in the Hospital Reimbursement Unit of the MO HealthNet Division.

JOB DUTIES: The Hospital Reimbursement Unit is within the Finance Section of the MO HealthNet Division (MHD) and reports to the Director of Finance. The primary job components of the Auditor I/II positions are to perform desk audits of the Medicaid Cost Reports submitted by the hospitals and make adjustments, reclassifications and offsets to the cost reports in accordance with the applicable regulation using established policies and procedures. Audits are completed using a desk audit guide that details the steps and procedures to follow in the audit. An audit adjustment report is prepared for each audit detailing the revisions made to the facility's filed cost report. The Auditor I/II is responsible for maintaining files and logs relating to the request for additional information and when the audit is completed. MHD uses the information from the audited cost report to determine the proper reimbursement for the provider. Therefore, it is important that expenses and revenues are allowable and properly classified, and that the necessary offsets and adjustments have been made. The major steps involved in an audit are: tracing the provider's trial balance to the Medicaid cost report to determine if expenses and revenues are allowed and reported correctly in the cost report; obtaining additional information and documentation as needed from the provider; identifying and resolving discrepancies; entering information and adjustments into the desk audit; and preparing an audit adjustment report and accompanying schedules. The Auditor I/II may be asked to perform other duties as assigned, which may include preparing the cycle file and memos, preparing reports for administrative staff, preparing regulation/state plan amendment documents and related memos/letters and working on other information related to the Hospital Reimbursement Unit.

In addition to education and experience in accounting, this position requires the ability to review and organize large amounts of detailed data and the ability to complete tasks by certain deadlines with minimal supervision. The Auditor I/II must communicate effectively, via letter, email, telephone and fax, with providers and their agents in order to obtain information needed to complete desk audits. To be successful, the Auditor I/II must be familiar with, or be able to quickly learn, personal computer applications for spreadsheets, letters and email. The Auditor I/II must be able to read and understand regulations, policies and technical guidance in order to perform essential duties.

QUALIFICATIONS: A Bachelor's degree from an accredited college or university with a minimum of 24 earned credit hours in Accounting. (*One year of professional accounting or auditing experience will substitute for up to 9 earned credit hours of the required specialization in Accounting.*) **OR** Successful completion of all parts of one of the following certification examinations: Certified Public Accountant (CPA), Certified Government Auditing Professional (CGAP), Certified Internal Auditor (CIA), Certified Government Financial Manager (CGFM), Certified Fraud Examiner (CFE), or Certified Management Accountant (CMA).

SALARY: Auditor I - \$1,434.00 semi-monthly; Auditor II - \$1,596.00 semi-monthly
(For current DSS employees, current salary will increase at least one step if receive a promotional appointment.)

RECRUITMENT AREA: Accepting from all qualified applicants. Additionally, applicants will be expected to have applied for and obtained status on the register via the EASe website, located at <http://www.ease.mo.gov/>.

TO APPLY: Submit a completed [DSS application](#), cover letter, resume and transcripts to Michelle Anderson at Michelle.R.Anderson@dss.mo.gov

APPLICATION DEADLINE: August 28, 2017

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