

# JOB OPPORTUNITY

<b>Job Opportunity Bulletin:</b>	#08-183
<b>Final Filing Date:</b>	May 26, 2009 or Until Filled

<b>Position:</b>	<b>Salary:</b>	<b>Location:</b>
Auditor I	\$3,106 - \$3,966	Healthcare Information Division Accounting & Reporting Systems Section 400 R Street, Suite 250 Sacramento, CA 95811

**GENERAL STATEMENT:** Under supervision, desk audits Hospital Annual Disclosure Reports and Quarterly Financial and Utilization Reports for compliance with generally accepted accounting principles (GAAP) and the Office's accounting and reporting system requirements. Also desk audits Hospital Chargemasters, Fair Pricing Policies, and other related pricing information. At this stage, the Auditor I is considered in training for the full journey-level Health Program Auditor II position.

## **DUTIES:**

- Desk audits and reviews Hospital Annual Financial Disclosure Reports and statements for completeness, accuracy, and compliance with GAAP and the Office's uniform accounting and reporting system requirements. Submits corrections and documents areas of non-compliance.
- Desk audits and analytically reviews Hospital Quarterly Financial and Utilization Reports for completeness, accuracy, and compliance with GAAP and the Office's uniform accounting and reporting system requirements. Submits corrections and documents areas of non-compliance.
- Desk audits and analytically reviews Hospital Chargemasters, Fair Pricing Policies, and related pricing information for compliance with statutory and regulatory reporting requirements.
- Assists in review of OSHPD financial and statistical data products for data accuracy.

## **DESIRABLE QUALIFICATIONS:**

- Familiar with OSHPD's hospital accounting and reporting system requirements.
- Experience in applying GAAP concepts and requirements.
- Ability to communicate effectively and to work independently.
- Well-organized, dependable, and flexible.
- Familiar with personal computers, including Internet, Microsoft Word and Excel.

**WHO MAY APPLY:** Applications will be accepted from individuals currently in the Auditor I class or who have list, transfer, or reinstatement eligibility to this class. Applicants with list appointment should attach a copy of their notice of test results. Appointments are subject to SROA and State surplus policies. Only the most qualified candidates will be interviewed.

Interested individuals should submit a resume and a State Examination and/or Employment Application, STD. 678 to:

Accounting & Reporting Systems Section  
Office of Statewide Health Planning & Development  
400 R Street, Suite 250  
Sacramento, CA 95811

For more information contact Kyle Rowert at (916) 326-3832



OFFICE OF STATEWIDE HEALTH PLANNING AND DEVELOPMENT

400 R Street, Suite 312  
Sacramento, CA 95811-6213

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Equal Employment Opportunity Employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

It is an objective of the State of California to achieve a drug-free work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.