



Auditor
Medicaid Fraud Division
New Jersey Office of the State Comptroller
Unclassified Auditor 1 Salary Range: P19 - \$53,050.20-\$74,905.98
Unclassified Auditor 2 Salary Range P22 - \$60,711.81-86,030.97
Opening Date: 8/22/2023 & Closing Date: 9/22/2023

About OSC:

The Office of the State Comptroller (OSC) is an independent State agency that oversees the Executive Branch of state government. Our mission is to make government in New Jersey more efficient, transparent, and accountable. Our office audits and investigates; municipalities, school districts, counties, state colleges and universities, independent state authorities, and state agencies. We also oversee government expenditures, review public contracts, and evaluate local and state programs. We detect and uncover fraud, waste, and abuse by sharing our findings through public reports.

About the Division:

The Medicaid Fraud Division (MFD) oversees New Jersey's Medicaid program. The Division works to improve the efficiency and integrity of Medicaid in New Jersey and returns millions of dollars to taxpayers each month. The Division consists of the Audit Unit, Data and Fiscal Unit, Regulatory and Exclusion Unit, Third Party Liability Unit, and Investigations Unit. MFD audits and investigates healthcare providers, recipients, and managed care organizations (MCOs) that coordinate the provision of an individual's health care needs. We evaluate the care provided to Medicaid recipients and work to prevent and detect fraud, waste, and abuse in the program. In addition, we pursue civil and administrative enforcement actions and disqualify providers from participating in the Medicaid program when necessary.

About the Role:

The Audit Unit seeks a motivated and committed professional for the role of Auditor. This individual will be responsible for conducting audits and reviews of various Medicaid programs and providers: to ensure compliance with program requirements, and to recover over-payments when necessary. The individual will also assist in performing programmatic audits, and will prepare detailed recommendations relating to best practices and compliance with statutes, regulations and policies. ***Based on the level of experience, successful candidates will be placed in either an Auditor 1 or Auditor 2 title.***

Responsibilities:

- Conduct audit research, planning, and risk assessments to identify auditees, project, objectives, and scope.
- Conduct interviews to assess auditee's adherence to compliance requirements.
- Prepare audit work papers, including testing spreadsheets, interview summaries, and memoranda to summarize and support audit findings.
- Identify control weaknesses and develop recommendations to address those weaknesses.
- Assist in drafting all stages of formal reports.
- Participate in formal and informal conferences with staff, auditees, attorneys, officials from other state agencies, and MCOs.
- Prepare technically sound, accurate and informative audits and other reports that properly memorialize findings, conclusions, and recommendations.
- Assist in efforts to recover overpayments in accordance with applicable laws, regulations, and policies.
- Assist in preparing, reviewing, and evaluating information in contested cases.

Requirements:

- Minimum one (1) year of accounting or auditing experience.
- Graduation from an accredited college with a Bachelor's degree, including 21 credit hours in

accounting subjects. Minimum one (1) year of accounting or auditing experience

- NOTE: Possession of a valid Certificate as a Certified Public Accountant issued by the New Jersey Board of Accountancy may be substituted for a Bachelor's degree.

The ideal candidate will have the following skills and experience:

- Ability to analyze data.
- Excellent verbal and written communication skills.
- Knowledge of the Medicaid program a plus.
- Proficient with Windows XP, Microsoft Office (Word, Excel, PowerPoint), Microsoft Outlook.
- CPA, CIA, CFE or other similar certification.
- Ability to work both independently and as a member of a team.

Interested candidates should submit a cover letter, resume and three references to:

Shama Nix
Office of the State Comptroller
P.O. Box 024
Trenton, NJ 08625
Email: careers@osc.nj.gov

NOTE: In accordance with N.J.S.A. 52:15C-5, OSC employees and personnel shall be deemed confidential employees and shall serve in the unclassified service of the Civil Service. Residency Requirements - Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the “New Jersey First Act,” all new public employees are required to obtain principal residence in the State of New Jersey within one (1) year of employment.

The Office of the State Comptroller is proud to be an equal opportunity employer. We are committed to providing a work environment that supports, inspires, and respects all individuals and in which personnel processes are based on merit, performance, and business needs. We do not discriminate on the basis of race, religion, color, national or ethnic origin, gender, sexual orientation, gender identity, gender expression, familial status, citizenship, age, or status as an individual with a disability. We believe that diversity and inclusion among our staff is critical to our success. We seek to recruit, develop and retain the most talented people from a diverse candidate pool and encourage applicants from all backgrounds and experiences to apply.

SAME Applicants: If you are applying under the “NJ SAME” program, your supporting documents (Schedule A or B letter), must be submitted along with your resume. For more information on the SAME Program visit their website at <https://nj.gov/csc/same/overview/index.shtml> , email: SAME@csc.nj.gov, or call CSC at (833) 691-0404.