

PROPOSED
Department of Health Care Access and Information
Duty Statement

Employee Name Vacant	Organization Office of Health Information Enterprise Data Operations Branch Accounting & Reporting Systems Section Long Term Care Facility Financial Data Unit	
Position Number 441-507-4175-XXX	Location Sacramento	Telework Option Hybrid
Classification Auditor I	Working Title Long-Term Care Facility Financial Auditor	

General Description Performs the less difficult desk audits and analytical review of Long-term Care (LTC) Facility Disclosure Reports for completeness, accuracy, and compliance with generally accepted accounting principles (GAAP) and the Department of Health Care Access and Information's (HCAI's) uniform accounting and reporting system requirements. Ensures annual consolidated financial reports and attachments are complete, including all components required by regulation. Audit and analytical review of less difficult LTC Facility Disclosure Reports and statements for completeness, accuracy, and compliance with GAAP and HCAI's uniform accounting and reporting system requirements. Corrections are made using HCAI's System for Integrated Electronic Reporting and Auditing (SIERA), a web-based desk auditing application. Report edits are performed, and optional data fields are completed using SIERA.	
Supervision Received	Under supervision, the incumbent reports to the Health Program Audit Manager I, Office of Health Information Enterprise Data Operations Branch Accounting & Reporting Systems Section Long Term Care Facility Financial Data Unit.
Physical Demands	Must possess and maintain sufficient strength, agility, endurance, and sensory ability to perform the duties contained in this duty statement with or without reasonable accommodation.
Typical Working Conditions	Requires use of computing devices and phones, frequent face-to-face contact with management, staff, consultants and the public, verbal, written and digital (e-mail) communication, extensive review, analysis and preparation of electronic and written documents, assessment of practical demonstrations, mobility to various areas of the Department, occasional travel and overnight stays to training/conferences or the Los Angeles field office may also be required, and work hours may deviate from core business hours based on the service requirements of the Department.
Job Duties E = Essential, M = Marginal	

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25%	E	Identify and analyze less difficult financial disclosure reports and statements, including a Balance Sheet, Income Statement, Statement of Changes in Equity, Statement of Cash Flows, and detailed trial balance worksheets from a professional auditing perspective to assure compliance with the Accounting and Reporting Manual for California LTC Facilities, GAAP, and the American Institute of Certified Public Accountants (AICPA's) Health Care Guide. Document responses from report preparers and actions taken to complete the audit, along with the methods of resolution applicable to identified accounting and reporting errors.
20%	E	Prepare working schedules of less difficult accounting and reporting problem areas that require facility input to resolve. Communicate with facility financial officers, consultants, and CPAs regarding the resolution of technical and conceptual errors via email, fax, and telephone. Occasionally, write letters to facilities indicating problem areas and methods of resolution for reports that must be returned.
20%	E	Update and correct the financial disclosure reports according to facility input, using SIERA.
20%	E	Ensure the annual consolidated financial reports and required attachments are complete and include all identified individual facilities and related entities. Communicate with financial officers, consultants, and CPAs regarding the resolution of issues and advise them on compliance requirements. Document responses and methods of resolution.
5%	E	Advise LTC facility administrators and financial officers, consultants, and CPAs on the Office's accounting and reporting system requirements. Advise staff from other Sections and the public concerning technical aspects of financial and statistical data usage.
5%	E	Assist other report analysts in identifying conceptual accounting and reporting problems and in processing financial disclosure reports.
5%	M	Perform other duties as assigned

Other Expectations

- Demonstrate a commitment to performing duties in a service-oriented manner.
- Demonstrate a commitment to building an inclusive work environment that promotes HCAI's diversity, equity and belonging where employees are appreciated and comfortable as their authentic selves.
- Demonstrate a commitment to maintaining a work environment free from workplace violence, discrimination, and sexual harassment.
- Demonstrate a commitment to HCAI's Mission, Vision, and Goals.
- Demonstrate a commitment to HCAI's Core Values and Guiding Principles.
- Maintain good work habits and adhere to all HCAI policies and procedures.

To Be Signed by the Employee and Immediate Supervisor

I have read and understand the duties and expectations of this position.

I have discussed the duties and expectations of this position with the employee.

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Employee Signature/Date

Supervisor Signature/Date