


**Proposed
Department of Health Care Access and Information
Duty Statement**

Employee Name Vacant	Organization Office of Health Information Enterprise Data Operations Branch Accounting and Reporting Systems Section Hospital Financial Data Unit	
Position Number 441-507-4175-XXX	Telework Option Hybrid	
Classification Auditor I	Working Title Hospital Financial Auditor	
Supervision Exercised None	Location Sacramento	
Conflict of Interest: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Fingerprint/Live Scan: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Revision Date May 2026	Effective Date	

Mission and Vision

HCAI is a leader in collecting data and disseminating information about California's healthcare landscape, promoting an equitably distributed health workforce, and publishing valuable information. The Department does this through five areas of program: Affordability, Workforce, Data, Facilities, and Financing.

HCAI's mission is to expand access to quality, equitable, affordable health care for all Californians by supporting high-value delivery systems, resilient health facilities and workforces, and actionable health information and strategies.

HCAI's vision is a healthier California where all receive equitable, affordable, and quality health care.

General Description

Under supervision of the Health Program Audit Manager I, the Auditor I desk audits less complex Hospital Annual Disclosure Reports and Quarterly Financial and Utilization Reports for compliance with generally accepted accounting principles and the Department of Health Care Access and Information's (HCAI) uniform accounting and reporting system requirements.

Essential Job Functions

- 40%** Desk audits and technically reviews the less complex Hospital Annual Financial Disclosure Reports and statements for completeness, accuracy, and compliance with generally accepted accounting principles (GAAP) and the Department of Health Access and Information's (HCAI) uniform accounting and reporting system requirements. Identifying and analyzing mathematical, accounting, and reporting errors using HCAI's System for Integrated Electronic Reporting and Auditing (SIERA), a web-based desk auditing application, and consulting printed desk manuals.

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Updating and correcting the report database through HCAI's SIERA system, according to audit guidelines specified for each discrepancy, and identifying and documenting remaining technical accounting and reporting problems, which are then referred to the Unit's analytical staff for final resolution.

- 30%** Analytically reviews less complex Quarterly Financial and Utilization Reports for compliance with generally accepted accounting principles (GAAP) and the Office's uniform system requirements. Identifying and analyzing mathematical, accounting, and reporting errors using HCAI's SIERA System. Resolving reporting errors via e-mail and telephone contact with the individuals preparing the reports, and by comparison with previously filed reports. Updating and correcting the report database through HCAI's SIERA system. Documenting responses from the report preparer and actions taken to complete the audit.
- 15%** Assist Hospital Annual Financial Senior Auditor in processing of revisions to Annual Financial Disclosure Reports and Quarterly Financial and Utilization Reports including those that relate to Hospital Disproportionate Share Payment calculations for compliance with generally accepted accounting principles (GAAP) and Offices uniform system requirements.
- 5%** Advises hospital administrators and financial officers, consultants, and CPAs on HCAI's accounting and reporting system requirements.
- 5%** Assists in the review of draft copies of HCAI financial and statistical data products for data accuracy. Makes revisions to the data as required.

Marginal Job Functions

- 5%** Perform other duties as assigned.

Desirable Qualifications

- Accounting experience.
- Auditing experience.
- Experience applying general accounting/auditing concepts and principles.
- Experience with Microsoft Office Suite & Adobe.
- Experience with Healthcare related accounting.
- Demonstrated ability to analyze situations accurately and adopt an effective course of action.
- Knowledge with auditing databases.
- Ability to prepare clear, complete, and concise reports.

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.

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,

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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.

Employee Statement

I have reviewed and discussed the duties and responsibilities of this position with my supervisor and have received a copy of this duty statement.

Employee Name	Employee Signature	Date Signed

Supervisor Statement

I have discussed the duties of this position with them and have provided a copy of this duty statement to them.

Supervisor Name	Supervisor Signature	Date Signed