



West Virginia Accountant/Auditor 4

SALARY	\$3,179.75 - \$5,882.42 Monthly \$38,157.00 - \$70,589.00 Annually	LOCATION	Kanawha County, WV
JOB TYPE	Full-Time Permanent	REMOTE EMPLOYMENT	Flexible/Hybrid
JOB NUMBER	BMS2400003	DEPARTMENT	DHHR - BMS - BUREAU FOR MEDICAL SERVICES
OPENING DATE	08/11/2023	CLOSING DATE	8/20/2023 11:59 PM Eastern
LOCATION OF VACANCY	KANAWHA		

Nature of Work

BMS2400003

Department of Health and Human Resources (DHHR)/ Bureau for Medical Services (BMS)/ Kanawha Co - Under limited supervision of the Bureau for Medical Services, performs expert level accounting, auditing, and reporting functions specific to the Bureau's Office of Program Integrity's Financial Audit Program. This position is the liaison with the WV state staff during non-Bureau State audits of the Bureau for Medical Services Medicaid program integrity and manages the creation and implementation of any necessary corrective action plan and assists federal, state, and local law enforcement agencies conducting specialized fraud investigations by referring suspected fraud to the Office of the WV Attorney General Medicaid Fraud Control Unit and conducts unannounced on-site audits of provider records and facilities. Conducts audits of Medicaid services and processes, provider fraud, special compliance reviews with internal control evaluations and recommendations, and investigates sensitive agency and vendor activities which include, but are not limited to, high value/complexity audits of claim, encounter, capitation, revenue code, and administrative payments made by the Bureau. Analyzes complex administrative and technical issues to prevent fraud, waste, and abuse to the Bureau by applying forensic accounting principles and formulates suggested improvements to resolve problems; evaluates and approves selection of information to be included in findings reports and provider letters. Writes comprehensive review programs, audits claim payments and related financial records, develops sampling and other techniques of evaluation, prepares reports of auditors' findings, recommendations, and conclusions; assists in explaining findings and recommendations to agency leadership and partners; develops, implements, and maintains audit schedules. Performs highly specialized and complex analysis, auditing, and reporting functions, requiring extensive experience with the Bureau's programs, policies, data, and related State and Federal regulations ensuring compliance with reporting rules and deadlines. Reports development and use of independent judgement in interpretation of pertinent policies, rules, and regulations. Acts as agency contact to maintain, track, and manage requests from external auditors. Evaluates operational procedures to recommend improvements to achieve maximum efficiency and effectiveness. Performs other related work as required.

***Note: This position may be eligible for a FLEXIBLE/HYBRID schedule, pending all requirements are met per the telework

policy 2122 section VII B ***

Position Number: 0511P03758

Job Location: Kanawha County

DHHR'S EEOP UTILIZATION REPORT MAY BE FOUND AT:

[#DHHRJOBS](http://www.dhhr.wv.gov/vip/pages/welcome.aspx)

Appointment Incentive: *Selected candidates who agree to work for a minimum of twelve (12) months may be eligible to receive a \$5000 appointment incentive. This incentive does not apply to current employees of the State of WV.*

Minimum Qualifications

Training: Bachelor's degree from an accredited college or university with at least 24 semester hours in accounting.

AND

Experience: Four (4) years of full-time or equivalent part-time paid experience in professional accounting, statutory accounting, auditing work, forensic accounting, public accounting, investigative and/or forensic auditing, certified fraud examining, or other directly related accounting.

OR

Substitutions: (1) Master's degree in accounting may substitute for two (2) years of the required experience. (2) Certification or registration as a Public Accountant in West Virginia may be substituted for the training and two (2) years of the required experience.

Preference will be given to applicants holding a Certified Fraud Examiner (CFE), Certified Forensic Accountant (CFA), Certified Valuation Analyst (CVA), or applicants who have completed a graduate certificate program in forensic accounting and fraud investigation.

Promotional Only: Three (3) years of full-time or equivalent part-time paid experience in the Accountant/Auditor series.

Other Information

Substitution: An additional one (1) year of experience in accounting, auditing, bookkeeping, and/or finance may substitute for the required accounting semester hours at the rate of one (1) year of experience for every thirty semester hours.

PG: 16 \$38,157 - \$70,589

Market Rate: \$62,195

Email applications to Kim.D.Huffman@wv.gov.

Mail to Kim D. Huffman, at 350 Capitol Street, Room 251, Charleston, WV 25301.

Please include posting number BMS2400003 on application.

Please note Applications of covered state employees mailed to DOP or completed via DOP's on-line method are not forwarded to BMS.

Agency

West Virginia

Phone

(304) 558-3950

Address

1900 Kanawha Blvd. East
Building 3 Suite 500
Charleston, West Virginia, 25305

Website

<http://www.personnel.wv.gov>