



JOB POSTING

Interested candidates should send their resume via regular mail, email (*as a Word document*) or facsimile to the address or phone number shown above. The Office of the Attorney General is an Equal Opportunity Employer.

JOB POSTING – MFCU FINANCE ADMINISTRATION OFFICER Castleton location

The Medicaid Fraud Control Unit Finance Administration Officer is responsible for, but not limited to, the following:

- Entry of all MFCU financial receipts to the appropriate software application.
- Accurate preparation and processing of financial documents for transmission to OAG Accounting in a timely manner.
- Accurate preparation of required HHS-OIG reports for all MFCU activities during the reporting period.
- Preparation of MFCU required OAG reports for the pertinent reporting period.
- Preparation of MFCU required reports for the AG regarding upcoming investigative events, e.g. search warrants, undercover operations, significant surveillance operations, and more as they arise.
- Preparation of financial reports in response to public record requests, requests from legislative bodies, the State Board of Accounts, federal HHS-OIG, and MFCU management as directed.
- Other duties as assigned, which in the past have included the following, not in order of importance: 1) performed back-up Evidence custodian, 2) substantial activity at service of search warrants, such as taking photos and completing photo log, site sketching, logging evidence in our computer software and then transporting same, and seizing evidence, 3) ordering MFCU equipment for investigators, auditors and other personnel, such as raid jackets, cameras, and office keys, 4) transport digital evidence to and from PATCtech for forensic analysis and maintain evidentiary chain of custody.

To perform these duties effectively the qualified candidate must have a four or five year degree from an accredited college or university, preferably in accounting or finance.

The ideal candidate should demonstrate the following additional competencies:

- *Analytical*-Synthesizes complex or diverse information: collects and researches data.
- *Problem Solving*-Gathers and analyzes information skillfully.
- *Technical Skills*-Pursues training and development opportunities; strives to continuously build knowledge and skills.

- *Interpersonal*-Maintains confidentiality.
- *Oral Communication*-Speaks clearly and persuasively in positive or negative situations; listens and gets clarifications; responds well to questions.
- *Team Work*- Balance team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback.
- *Written communication*-Writes clearly and informatively; able to read and interpret written information.
- *Quality Management*-Look for ways to improve and promote quality; demonstrates accuracy and thoroughness; proven case management skills; applies feedback to improve performance; monitors own work to ensure quality; organized; highly motivated.
- *Ethics*-Treats people with respect; follows through on commitments; inspires the trust of others; works with integrity and ethically; uphold organizational values.
- *Dependability*-Follows instructions, responds to management direction; takes responsibility for own actions; commits to long hours of work when necessary to reach goals; completes tasks on time or notifies appropriate person with an alternate plan.
- *Professionalism*- Approaches others in a tactful manner; reacts well under pressure; treats others with consideration regardless of their status or position.