

**If interested in being considered for this position, you must apply on the CrescentCare website using the following link:**

<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=72734&clientkey=5F5F5E57795400143D302CCF0F9143DD>

At CrescentCare, we bring caregivers and the community together as partners in health and wellness for all. Our experience builds on more than 30 years of impact through our founding organization, NO/AIDS Task Force. Now, as a Federally Qualified Health Center, we're taking that expertise and expanding it!

We now offer a broad range of health and wellness services for anyone and everyone who is seeking healthcare services in Greater New Orleans and Southeastern Louisiana.

CrescentCare's mission is to offer comprehensive health and wellness services to the community, to advocate empowerment, to safeguard the rights and dignity of individuals, and to provide for an enlightened public.

**We provide an extensive benefits package & 11 paid holidays!**

Medical, Dental, Vision, Life Insurance, Long-term Disability, Short-term Disability, Employee Wellness Program, 401(k), Paid Vacation and Sick time, Selected Retail Discounts, Employee Assistance Program, Health Savings Account, Consumer Identity Protection, Voluntary Life/AD&D Insurance

**Internal Auditor for Federally Qualified Health Center**

This position is a key part of the compliance team. Responsible for internal audit functions for the agency with an emphasis on safeguarding the agency assets and identifying appropriate measures for the prevention of fraud.

**Key Responsibilities of the position:**

- Identify high risk areas, and develop implement an internal auditing program with an emphasis on safeguarding the agency assets, identifying appropriate measures for the prevention of fraud or non-compliance:
  - 340b Program
  - Insurance and Patient Revenue Billing and Collections
  - Grant Funding
  - Payroll & Fringes
  - Procurement
- Researches and stays informed of compliance changes to ensure that the agency is staying compliant
- Assists in ensuring that the Agency conducts its business in compliance with all applicable laws and regulations, including but not limited to:
  - HIPAA, OMB, IRS, FTCA, & OSHA
  - FQHC requirements
  - Coding and billing guidelines

- Assist in the development of the agency's compliance plan and risk assessment
- Assist in the investigations of allegations of unethical or improper financial conduct or business practices, and responding to such reports, as appropriate and applicable
- Assists with external audit requests and facilitation

### **Required**

- Demonstrated Technical & Computer Skills Required for the Position
- Experience working in Healthcare Industry
- Federally Qualified Health Center (FQHC) experience
- One (1) year of internal auditing experience
- **OR** Five (5) years of internal auditing experience if no Bachelor's Degree achieved
- Federal Criminal Background Check

### **Education Required**

- Bachelor's Degree in Finance/Accounting or Related Field required
- If hired, documented proof of highest level of education completed must be delivered on first day of employment

### **Preferred Qualifications**

- Certified Public Accountant (CPA) or Certified Internal Auditor (CIA) license
- Master's Degree in Related Field
- Fluent in Written and Spoken Spanish
- HIV/AIDS Knowledge and Patient Experience
- Experience with the LGBT Community

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***We are an Equal Opportunity Employer and do not discriminate against employees or applicants on the basis of race, color, national origin, ethnicity, citizenship status, religion, age, gender identification, pregnancy, marital or familial status, gender or sexual orientation, veteran or military status, physical or mental disability, genetic information, or on the basis of any other status protected by law, and in compliance with applicable federal, state and local laws.***