



DIVISION OF AUDIT

AUDIT INTERN

Do you enjoy working with numbers? Does the prospect of challenging and rewarding work excite you? Are you interested in working in a collaborative, friendly environment?

OVERVIEW

WHAT WILL YOU DO?

- Learn the Federal and State regulations applicable to MaineCare's cost-settled programs
- Learn the Division of Audit's uniform desk review procedures for completing a cost settlement
- Access management information systems to analyze medical utilization and financial data
- Apply the applicable regulations to perform a desk review, develop audit findings, and issue a final audit report

WHAT WE EXPECT?

- Knowledge of accounting and auditing theories, principles, and practices
- Knowledge of generally accepted accounting principles (GAAP)
- Ability to communicate effectively
- Ability to write clearly and effectively
- Ability to learn and interpret federal/state laws, rules, and regulations relating to auditing
- Ability to learn and analyze data from management information systems

HOW TO APPLY

Email your resume, cover letter describing your professional/academic experience related to the above requirements, and three professional/academic references to: Philip Dubois, MaineCare Program Audit Manager, at Philip.k.dubois@maine.gov.