

State of California - Department of Social Services

DUTY STATEMENT

EMPLOYEE NAME:

Vacant

CLASSIFICATION:

General Auditor III

POSITION NUMBER:

800-802-4285-012 / 800-802-4285-001

DIVISION/BRANCH/REGION: *(UNDERLINE ALL THAT APPLY)*

Community Care Licensing Division/ASCP

BUREAU/SECTION/UNIT: *(UNDERLINE ALL THAT APPLY)*

Field Support Program/Continuing Care Contracts Bureau

SUPERVISOR'S NAME:

Jennifer Houston

SUPERVISOR'S CLASS:

Staff Services Manager I

SPECIAL REQUIREMENTS OF POSITION *(CHECK ALL THAT APPLY)*:

- Designated under Conflict of Interest Code.
- Duties require participation in the DMV Pull Notice Program.
- Requires repetitive movement of heavy objects.
- Performs other duties requiring high physical demand. *(Explain below)*
- None
- Other *(Explain below)*

I certify that this duty statement represents an accurate description of the essential functions of this position.

SUPERVISOR'S SIGNATURE

DATE

I have read this duty statement and agree that it represents the duties I am assigned.

EMPLOYEE'S SIGNATURE

DATE

SUPERVISION EXERCISED *(Check one)*:

- None Supervisor Lead Person Team Leader

FOR SUPERVISORY POSITIONS ONLY: Indicate the number of positions by classification that this position DIRECTLY supervises.

N/A

Total number of positions for which this position is responsible:

FOR LEADPERSONS OR TEAM LEADERS ONLY: Indicate the number of positions by classification that this position LEADS.

N/A

MISSION OF ORGANIZATIONAL UNIT:

It is the mission of the California Department of Social Services' (CDSS) Community Care Licensing Division (CCLD) to promote the health, safety, and quality of life of each person in community care through the administration of an effective collaborative regulatory enforcement system.

CONCEPT OF POSITION:

Under the general direction of the Staff Services Manager I (SSM I), the General Auditor III (GA III) uses a full range of financial management analyses to evaluate the continuing care retirement community (CCRC) providers' annual audited financial statements to determine their financial stability and soundness and recommends plans of actions, as necessary. The GA III will also examine the organizational operation, internal management operation, and financial operation of both, non-profit and for-profit, CCRC providers and makes recommendations to resolve complex accounting and financial issues.

A. RESPONSIBILITIES OF POSITION:

45% - Review and analyze each CCRC provider's annual audited financial statements and prepare written reports of their financial health which includes:

- Reviewing financial statement results, notes to the financial statements, and auditor's opinion.
- Evaluating the ongoing performance using performance indicators.
- Performing in-depth financial analysis using Ratio Pro (Excel program) to calculate financial ratios based on the financial statement analysis to determine the CCRC provider's financial performance in margin, liquidity, and capital structure sectors and preparing a written financial review report based on the findings.
- Maintaining a system to review financial statements in accordance with appropriate industry financial ratios.

25% - Analyze and assess applications for new communities, expansions, conversions, financial transactions, purchases/sales, and any other activity which may affect the financial position of the CCRC provider and prepare written reports with regard to financial feasibility, cash flows, capital structure and adequacy of statutorily mandated reserves. The assessment includes:

- Analyzing financial and marketing feasibility studies prepared by consultants for the reasonableness of the assumptions and findings.
- Analyzing projections related to income, cash flows, debt service and operating expense reserves, entrance fees, sale deposits, and fill-up/occupancy.
- Analyzing complex and intricate financial structures of corporations, partnerships, cooperatives, and non and for-profit organizations and reviewing the applicant's financial capability in areas such as: collateral arrangements, equity participation or contributions, imputed interest, and master trust arrangements.

10% - Monitor/evaluate the financial performance for those CCRC providers placed on "watch" and evaluate the results from their quarterly financial reports. Analyze financial plans of correction prepared by CCRC providers when a determination is made that a CCRC is inadequately managed, in financial difficulty, in potential default on debt, or defaulting on contractual obligations to the residents.

10% - Provide technical assistance/interpretation of statutory language for the calculation of statutorily required liquid reserves, financial reporting requirements, and Generally Accepted Accounting Principles (GAAP) and Generally Accepted Auditing Standards (GAAS) requirements.

5% - Assist in monitoring/tracking program revenues and expenditures related to the Continuing Care Provider Fee Fund and in the preparation of the program's continuously appropriated budget, as necessary.

5% - Perform periodic review of current California laws and statutory financial requirements related to CCRCs. Analyze and assess the adequacy of the financial requirements as they impact the CCRC statutes. Identify opportunities to develop, initiate, and implement sta

B. SUPERVISION RECEIVED:

The GA III receives general direction from the SSM I of the Continuing Care Contracts Branch.

C. ADMINISTRATIVE RESPONSIBILITY:

None.

D. PERSONAL CONTACTS:

The GA III has periodic contact with the applicants' and providers' chief executive officers, chief financial officers, and other representatives, i.e., accountants/auditors, legal counsels, lenders, bank officers, etc. Within the Department, the GA III has contact with the program's legal counsel and staff from the Budget and Accounting Bureaus. Contact is also made with staff from other government agencies and the general public.

E. ACTIONS AND CONSEQUENCES:

The GA III will perform an annual financial analysis of the performance of each CCRC provider, assess their financial position, and make recommendations regarding their financial health. Poor judgment or failure to thoroughly analyze/develop the best solutions to issues may result in the incorrect application of state laws and jeopardize the investments of elderly residents. The GA III, as a representative of the Department, must be able to work diplomatically with other government agencies, the general public, and industry representatives.

F. OTHER INFORMATION:

The ideal incumbent will have professional certification in the financial field of practice. A Certified Public Accountant (CPA) would be the best; however, if not a CPA, certification as a Government Financial Manager, Internal Auditor, Financial Planner, or Fraud Specialist/Examiner would be the next best designations. Because this is a highly unique industry and unrelated to any other Department program, membership in professional organizations for those types of designations is desirable since the memberships provide a resource for the GA III for which to consult. Success in this position will be experienced by individuals who have a college degree in business administration with concentration in finance and/or accounting. The GA III must possess excellent communication, organizational, and research skills and be able to work independently with little or no direction and in a team setting. The GA III must be proficient in computer programs to compose documents, spreadsheets, and charts as required.