Position Summary:

The Senior, Internal Audit (the Senior) supports the Director, Internal Audit (the Director) in making sure all financial and operational activities of Prospect Medical Holdings, Inc. (PMH) receive appropriate audit coverage based on a PMH risk assessment. The Senior will promote a culture of compliance and integrity throughout PMH. The Senior is also responsible for managing daily activities of PMH Internal Audit staff.

Primary Responsibilities:

The Senior will report to the Director. Internal Audit Seniors and Staff will report to the applicable region’s Director.

Assist the Director in developing an Internal Audit Department (the Department) comprehensive, practical program of annual audit coverage by determining areas of risk; evaluating their significance to operational elements of cost, schedule, and high quality; and classifying audit projects on the degree of risk, importance and frequency of audit coverage.

Show professional proficiency and maintain a high standard of care when planning and executing audits by complying with:

1. The Internal Auditing Standards Board’s Standards for the Professional Practice of Internal Auditing (the Standards),
2. The Institute of Internal Auditors’ Code of Ethics,
3. COSO internal controls framework (COSO), and
4. PMH’s policies and procedures.

Identify internal control weaknesses, noncompliance with PMH policies and/or rules and regulations, then recommend and document opportunities to improve operational effectiveness.

Mentor and supervise the daily activities of Staff Auditors to ensure audits are conducted in accordance with the Standards, the Code of Ethics and COSO, and audit reports are factual, supported by sufficient credible evidence and draft reports are presented to and discussed with applicable management before finishing the report.

Assist the Director in recommending improvements to internal controls designed to safeguard PMH resources, promote organizational growth and operational efficiency, and ensure compliance with applicable rules and regulations.

Maintain a positive, professional working relationship with PMH management and staff at all times, including maintaining a professional appearance and presence.
Accountabilities:

Under the direction of the Director, the Senior will:

- Help with the development of the Internal Audit Plan for PMH entities, with particular emphasis on ensuring suitable audit coverage of key business risks, compliance systems, core processes and strategic initiatives.
- Direct the Internal Audit process, which includes identifying risks then recommending efficient and effective systems, policies, procedures and processes to support PMH’s internal control system.
- Help support PMH’s annual financial statement audit process and PMH's responses to the external auditor’s management letter comments, if so requested.
- Help coordinate the delivery of high quality, timely, accurate, and value-added audit reports, status reports and communications to internal and external participants.
- Conduct special procedures at the request of PMH’s Audit Committee into any part of PMH’s operations, and when appropriate, provide recommendations for improvement.
- Conduct internal audits involving the review, evaluation and reporting to management on the compliance, efficiency and effectiveness of key management systems (namely; risk management, internal controls and compliance).
- Conduct audits of compliance with, among others, PMH policies, SOX controls, IT controls, coding and claims, revenue cycle procedures, health care regulations, internal controls over financial reporting, and so on.
- Provide audit services to PMH joint ventures or affiliated hospitals, as required.
- Participate in the Enterprise Risk Management (ERM) function then coordinate audits to measure managements’ mitigation of identified risks.
- Help prepare regular reports to the Audit Committee highlighting key findings, root cause analysis, improvement opportunities and subsequent management actions.
- Contribute to and participate in company-wide executive team initiatives to share real-time information, identify risks, establish best practices, and improve controls and processes.
- Help plan, grow, and manage the Department’s operations.
- Manage, benchmark and improve Internal Audit functions, including monitoring and recommending “best practices” for PMH.
- Identify and recommend strategies that strengthen controls and reduce risks that will result in PMH revenue growth and expense reduction.
- Monitor industry benchmarks and best practices then recommend those practices, as appropriate.
- Maintain appropriate software and audit skills for the Department to be a center of excellence.
  - Pursue knowledge of new, automated, or more efficient and effective audit techniques to increase the Department’s productivity and high quality of its work product.
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- Evaluate and recommend audit tools, and become a subject matter expert (SME) on using such tools, if the tools are approved and acquired by the Department.
- Help build the reputation of the Department internally and externally as a PMH trusted and knowledgeable resource.
- Guide and mentor audit staff to ensure audit objectives are met, that sufficient, practical audit coverage is achieved, and any concerns or matters involving other auditors, other departments, or external parties are identified and resolved in an appropriate, timely and professional manner.
- Help the Director in recruiting, selecting, mentoring, training, evaluating, and supervising Audit Staff, including annual reviews and updating of Job Descriptions.

Workflow:

The Director will assign projects to the Senior to complete independently as well as projects requiring supervision and guidance of Staff Auditors. The Senior will ensure all necessary workpapers are prepared in accordance with the Department’s guidelines and will submit audit work and draft reports to the Director for review.

Additional Remarks:

The Senior must exhibit:
- The ability and willingness to accept assigned tasks and responsibilities,
- Confidentiality at all times,
- Interest in professional growth by completing the necessary hours of continuing professional education / training as approved by the Director to maintain professional licenses,
- The ability and willingness to travel up to 25% domestically, and
- Personal characteristics including professionalism, confidence, dependability, integrity, objectivity, a healthy skepticism and unquestionable ethics.

Desired Skills and Experience:

- A bachelor’s degree in a relevant field of study such as Accounting or Finance. Postgraduate qualifications in a related field are preferred.
- Certification and active license as a CPA, CIA, CISA, CSOX or CSOXP is required.
- Five (5) plus years of audit or related experience, preferably with a Big 4 or national CPA firm, including audit planning and supervisory responsibilities.
- Must have a strong understanding of risk assessments, internal control systems, business process control assessments and testing, and operational auditing.
- Strong knowledge of and experience in the health care industry obtained through public accounting and/or industry experience.
- Strong knowledge of generally accepted accounting principles (GAAP) and SOX implementation, documentation and testing.
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♦ Experience in IT General Controls (ITGC) assessment, audit and testing.
♦ Highly proficient to advanced skills with software such as Microsoft Word, Excel, Visio, PowerPoint, and Access.
♦ Proficiency with Enterprise Resource Planning (ERP) software such as PeopleSoft is highly desired.
♦ Experience with automated audit tools, such as ACL, is a significant plus.
♦ Experience with data analytics.
♦ Experience in preparing operational and financial audit reports.
♦ Strong written and oral communication skills.
♦ Must have the necessary skills to interact appropriately with all personnel levels at PMH facilities.

Contact information:

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