

Accountant

1. Prepare financial statements and special reports for MAA/TCM Units including those required by the State and Federal governments. (19 – MAA/TCM Coordination and Claims Administration)
2. Perform accounting for financial transactions of MAA/TCM Units. (19 – MAA/TCM Coordination and Claims Administration)
3. Assist with fiscal aspects of the MAA claiming process, including development of fiscal data to support claims. (19 – MAA/TCM Coordination and Claims Administration)
4. Prepare reports and correspondence for the Medi-Cal Administrative Activities and Targeted Case Management programs. (19 – MAA/TCM Coordination and Claims Administration)
5. Attend meetings and conferences the Medi-Cal Administrative Activities and Targeted Case Management programs. (19 – MAA/TCM Coordination and Claims Administration)
6. Prepare a variety of periodic and special accounting and narrative reports of varying complexity for major the Medi-Cal Administrative Activities and Targeted Case Management programs. (19 – MAA/TCM Coordination and Claims Administration)
7. File claims for reimbursement for the Medi-Cal Administrative Activities and Targeted Case Management programs. (19 – MAA/TCM Coordination and Claims Administration)
8. Represent the department to visiting State and Federal and other outside auditors to answer questions and provide accounting records and statements for the Medi-Cal Administrative Activities and Targeted Case Management programs. (19 – MAA/TCM Coordination and Claims Administration)
9. Prepare correspondence and reports for the Medi-Cal Administrative Activities and Targeted Case Management programs. (19 – MAA/TCM Coordination and Claims Administration)
10. Assist with administrative aspects of the MAA claiming process. (19 – MAA/TCM Coordination and Claims Administration)
11. Attend training related to the performance of MAA. (19 – MAA/TCM Coordination and Claims Administration)

Participant Signature (please sign in blue ink)

Date

Participant Name (Please print)