

**The Institute of Internal Auditors – North Jersey Chapter  
Job Description Template**

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**Company:** Medco Health Solutions  
**Job Title:** Intermediate Client Auditor  
**Location:** Franklin Lakes, NJ  
**Salary:** \$60,000-\$70,000  
**Bonus & Other Comp:** Bonus Eligibility  
**Industry:** Healthcare - Pharmacy Benefits Management  
**Contact:** Adam Shandler  
**Email:** Adam\_Shandler@medco.com  
**Phone:** 201-269-6567  
**Fax:** 201-269-1074

**Note:** All fields are required information and must be populated to complete this job posting.

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**Company description:**

Medco Health Solutions, Inc., a leading pharmacy benefit manager with the nation's largest mail order-pharmacy operations, assists its customers to moderate the cost and enhance the quality of prescription drug benefits provided to members nationwide. Its customers include private- and public-sector employers and healthcare organizations. Medco is traded on the New York Stock Exchange under symbol MHS. On the Net: <http://www.medco.com> We are an equal opportunity employer M/F/D/V.

**Functions:**

- Manage all aspects of Client Audits related to State of NY business.
- During down time assist on assigned Client Audits for other United Health Group clients.
- Prioritize projects to meet internal and external deadlines.
- Manage multiple audits simultaneously.
- Provide updates to management on the current status of audits, including escalation of issues impacting deliverables.
- Price out and research claims as necessary in support of audit.
- Resolve system and control issues, sometimes complex, that impact internal and/or external clients and determine financial impact.
- Work as Finance liaison with Account Management and other areas of Medco Health to resolve issues.
- Log all audits and issues in the Client Audit Database.
- Draft Medco responses to any audit reports and prepare accompanying support.
- Respond to Client/Auditor requests for information and questions.
- Assist other employees as needed to ensure departmental deadlines/client needs are met.
- Special projects as necessary.

**Qualifications:**

- BS/BA in Accounting
- At least 3 years of relevant accounting experience or strong audit experience (internal or client). Public Accounting experience a plus.
- Previous experience in a client facing position
- Strong written and verbal communication skills
- Strong PC Skills w/proficiency in MS Excel, Access & PowerPoint
- Ability to work independently and manage multiple projects concurrently, but interacts, with supervisor as necessary.
- Proven ability to manage numerous projects concurrently and prioritize tasks with limited supervision.
- Ability to think strategically and find creative solutions to problems.

- Strong time management skills.
- Willingness to travel approximately 10% of time.
- Personal Attributes:
  - Must possess the ability to interact and communicate clearly with staff at all levels.
  - Must be detail oriented, able to manage change and function in a fast-paced environment effectively and professionally.
  - Candidate must own responsibility for completion of assigned tasks and deadlines as required and be self motivated.