



JOB DESCRIPTION

Position: Auditor Level 1

Overview: SpendMend® works exclusively with hospitals, healthcare systems, and higher education organizations. We offer a unique suite of recovery audit, telecommunications, and consulting services. The Auditor Level 1 position performs inquiries directed towards our clients' vendors. The inquiries require obtaining information about the client's open items on behalf of our client. The results of the inquiries are then used for further review by the field staff.

Essential Duties and Responsibilities:

- Communicate with vendors by phone or e-mail requesting a report of open issues.
- Obtain additional documentation (credits) and clarification from vendors.
- Utilizing a database to update and track all requested items until they have been received or the project has been completed.
- Assemble documentation for field staff.
- Communicate your results and additional issues to your supervisor or field staff.
- Perform additional clerical duties within the Support Services Department.
- Research in locating additional phone numbers for projects.

Travel: None

Language Skills: Ability to read and comprehend simple instruction, short correspondence, and memos; ability to write simple correspondence; and the ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.