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# Example of Advisory Services Senior Job Description

Our innovative and growing company is looking for an advisory services senior. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for advisory services senior

* Typically will be an expert in areas and will drive solution design in area of expertise
* Managing a team of professionals through all stages of internal audit or consulting engagements
* Overseeing planning, field work, engagement wrap up and report composition
* Ensuring exceptional client service and high quality engagement deliverables
* Developing new business with existing clients and prospects of the Firm
* Supporting the Partner with all aspects of client pursuits, including all phases of the client proposal process
* All aspects of practice administration including time entry, client contract administration, billings, collections and adjustments to engagement realization when needed
* Design and implementation of organisation and programme structures and governance arrangements
* Strategic assurance
* Business case development and delivery of feasibility studies

## Qualifications for advisory services senior

* Proficient in Microsoft Office, particularly Outlook, Word, PowerPoint, and Excel
* Experience with / exposure to research on outsourcing market (buyers, vendors, locations, pricing)
* Understanding of relevant regulations and industry standards
* Familiarity with procedural and diagnosis coding (CPT, HCPCS, ICD-10-CM and PCS)
* Demonstrated knowledge of revenue cycle processes, medical terminology, related coding and charge capture processes
* Master’s degree, MBA, MPH, MPA or other advanced degree is preferred