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# Example of Quality & Audit Job Description

Our growing company is looking for a quality & audit. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for quality & audit

* Ensure auditing system and database is managed and up to date
* Supervise, monitor, track and direct day to day operations of staff of up to 10 employees
* Communicates and presents quality review findings to business leaders
* Develops & implements quality audit metrics and scorecards to analyze & assess trends identify and prioritize quality issues & control gaps
* Leads more complex reviews & testing procedures to determine compliance with critical and required controls
* Manages a team to conduct quality audits for assigned area
* Evaluates audit responses for adequacy, including root cause, timeliness utilizes knowledge to facilitate appropriate corrective action
* Verify correct interpretation of coding, contract adjudication, and following of mandated guidelines
* Advise examiners or editors of needed corrections and of new contract updates
* Correspond with the IPA Executive Director or designated assistant regarding payment issues and contract issues

## Qualifications for quality & audit

* To monitor and update team logs to ensure that audits and actions are completed within the agreed timescales
* To provide high quality administrative support to the Head of Audit and Quality or Senior Audit and Quality Specialist
* To support specific projects as required by the Head of Audit and Quality or the Director of Business Improvement and Regulation
* Collate management information for Management Review as required by the Head of Audit and Quality, Senior Audit and Quality Specialist or other senior management within Business Improvement and Regulation
* Collate management information for Management Review as required by the Head of Audit and Quality or other senior management within Business Improvement and Regulation
* Must possess strong communication, project management and leadership skills have the ability to manage multiple projects simultaneously