



Example of Compliance Specialist Job Description

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Our company is looking for a compliance specialist. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for compliance specialist

- Prepare written reports of audit findings/results, including recommendations for improvement and corrective actions
- Provide feedback on results of auditing and monitoring activities to affected departments, staff and practitioners
- Assist in conducting clinical billing compliance risk assessments, identify high risk areas and communicate results to Associate Director and Corporate Integrity Officer
- Assist in the development, implementation and maintenance of clinical and research billing and coding compliance policies and procedures
- Develop standard compliance reports to communicate findings and report on trends
- Coordinates and/or supports compliance efforts to ensure licensing risks are mitigated/documented and licensing goals are maintained, as requested by management
- Receives and updates licenses or certifications for initial set up and renewal and escalates license issues to responsible parties
- Develops reports and analyzes data that supports licensing decisions or compliance metrics
- Communicates with business unit leaders to ensure they are informed of license/certification status of employees and have upcoming expiration date information and reports for notification purposes
- Works with Marketing and Legal departments to keep abreast of license requirements on new product offerings, setting up requirements, and

Qualifications for compliance specialist

- Genuine curiosity and interest to learn new software, refinery based nomenclature, work processes, safety culture and process safety regulations
- Strong communication skills with the ability to communicate information in an understandable way
- Ability to be highly sensitive to maintaining confidentiality
- Demonstrated time management, attention to detail, organization skills, teamwork and collaboration
- Demonstrate the ability to interact and present information to upper level management
- Must demonstrate a thorough understanding of FAR, DFARS, DEAR, CAS, ITAR and/or EAR regulations thorough understanding of supplier administration, supply chain, purchasing, material management, price/cost analysis and/or production control principles, theories, concepts and techniques