



Example of Spec, Compliance Job Description

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Our innovative and growing company is searching for experienced candidates for the position of spec, compliance. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for spec, compliance

- Participates in the development and modification of accounting/financial policies, procedures, and practices to ensure the accounting/finance and cost control activities are successfully implemented and meet overall business objectives and required regulatory standards
- Develops supportable company positions for the proper accounting and/or estimating practices in compliance with applicable government regulations
- Supports other Compliance associates with respect to overall compliance of the Enterprise's insurance companies
- Acts as key contact between the Enterprise's Internal Audit Department and Insurance Compliance by leveraging experiences and relationships to further enhance joint engagements
- Coordinate educational programs on compliance for employees, physicians and vendors
- Stay abreast of state and federal requirements and communicates changes/updates to CSHS stakeholders and leaders to any changes in healthcare regulation including fraud and abuse, privacy and security, CMS billing and requirements and Medicaid
- Create documentation/reporting on which responses to external inquiries are based
- Perform analysis of metrics and provide supporting narrative to Senior Management regarding metrics reports
- Full quality technical writing

Qualifications for spec, compliance

- Able to deal diplomatically with all levels and departments of the organization
- Experience managing multiple projects with varying degrees of complexity
- Proven track record of taking the initiative and driving for results
- Strong PC skills, including Microsoft Office and SharePoint experience
- Highly organized, detail oriented individual
- Good public speaker and can facilitate training