



JOB DESCRIPTION

Job Title: Compliance Audit Planner

Department: Supplier Auditing Operations

Reports To: Director, Audit Planning

FLSA Status: Exempt

Environment: Drug Free Workplace

Position Summary:

Provide support to Senior Audit Planner and work directly with clients to gather contract documents, data and key audit information to determine when and what audit approach is necessary to effectively audit the contract of the clients' suppliers. Identifies and documents potential areas of risk exposure from client interviews and contracts to prepare the auditor for the upcoming audit. Contacts the suppliers to explain the audit process, set the audit schedule and audit strategy.

Essential Duties and Responsibilities:

- ◆ Maintain various databases and schedules to support the supplier auditing group.
- ◆ Ensure contract information is complete (all amendments received, signed copies received, etc.).
- ◆ Interview key stakeholders to determine contract understanding and intent.
- ◆ Review supplier contracts and contractual intent to help prepare for audit.
- ◆ Present due diligence findings to key stakeholders.
- ◆ Send out various correspondences to clients and suppliers, such as buyer questionnaires, data requisitions, surveys, etc.
- ◆ Identify and document potential areas of risk exposure from client interviews and contracts to prepare the auditor for the upcoming contract compliance review.
- ◆ Monitor client-supplier relationship throughout the audit process.



Compliance Audit Planner Job Description

- ◆ Define sampling strategy and generate audit samples from supplier-provided population.
- ◆ Prepare reports for internal management and clients concerning the schedule of audits, potential audit candidates, and post potential/actual audit recovery amounts.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Experience:

Must have a Bachelor's degree from four-year college or university and a minimum of two years' of audit related experience; or equivalent combination of education and experience.

Language Ability:

Ability to conduct effective interviews with client and supplier personnel to effectively set up supplier audits for our clients. Ability to read, analyze, and interpret information from a variety of business process systems (e.g., Peoplesoft, SAP, JD Edwards, Oracle, etc.). Ability to clearly assemble audit guidelines and contract information in prescribed style and format. Ability to effectively present information to senior management in client and supplier organizations.

Supervisory Responsibilities:

This position provides oversight, direction and day-to-day administrative supervision of any Planner I assigned to his / her team. Incumbent is also expected to demonstrate excellent Leadership qualities.

Traveling Demands:

Required to spend 5% of time traveling to client facilities to conduct duties of position. Arranges for and facilitates provision of accommodations and services such as airfare, baggage handling, dining and lodging facilities, local travel (taxi's) for self while traveling to customer and supplier locations.



Compliance Audit Planner Job Description

Compensation:

Compensation opportunities fall into the following categories. Results and performance significantly impact these opportunities.

1. Base Pay: \$40,000 to \$50,000 based on experience / education
2. Variable Pay: based on performance and results
Total Compensation: \$55,000 to \$75,000 annually
3. Profit Sharing based on the profitability of the Company
4. Discretionary bonuses (based on performance)

Benefits:

Renew offers competitive benefits package for full-time employees, including but not limited to:

- ✓ 100% company-paid Medical premiums for employee
- ✓ HSA employer contributions, for eligible participants
- ✓ 401(k) Safe Harbor contributions, for eligible participants
- ✓ Dental & Vision coverage
- ✓ Short-term and Long-term Disability
- ✓ 100% company-paid Life Insurance
- ✓ Paid Time Off & Paid Holidays
- ✓ Employee Wellness Program

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, talk and hear. The employee is occasionally required to stand; reach with hands and arms and stoop, kneel, crouch, or crawl. The employee is regularly required to lift up to 10 pounds. The employee is occasionally required to lift up to 25 pounds. The vision requirements include: close vision, distance vision and ability to adjust focus.

Pre-engagement requirements:

Renew International is a Drug Free workplace. All employees and contractors are required to successful complete hair and urine drug screens prior to starting work for the company.

Additional pre-engagement requirements include a background check, company engagement / employment paperwork and policy attestations.



Compliance Audit Planner Job Description

Company Description:

Renew International provides diverse cost recovery auditing solutions to leading companies across all industries. Our innovative recovery auditing and risk assessment services provide comprehensive “procure to pay” audit solutions on the cost side and production payment reviews on the revenue side. Our solutions extend beyond simple fund recovery to include contract compliance, accounts payable, revenue audit and risk assessment services—typically resulting in business process modifications implemented across not only our clients’ functions but in many cases within the processes of their third party suppliers and partners.

*Financial Results * Customer Service * Employee Recognition * Community Involvement * Spiritual Development*

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor.

Contact Information:

Renew International, LLC
Attn: Karina Tran, SPHR
9 Greenway Plaza, Suite 1950
Houston, TX 77046
Office: 281-276-4514
Careers@renew.net
www.renew.net