



**Job Title:** Contract Compliance Auditor  
**Department:** Contract Compliance  
**Reports To:** Director of Contract Compliance  
**FLSA Status:** Exempt  
**Environment:** Drug Free Workplace

**Position Summary:**

Examines and audits supplier contracts including associated invoice records/backup. Performs review at the suppliers' locations to identify over collections (or under collections) of supplier's billings based on the commercial terms of the agreement.

**Essential Duties and Responsibilities:**

- ◆ Review contract and interview key stakeholders regarding the terms of the agreement to determine contract intent.
- ◆ Identify and document contract risk exposures upon review of the contract terms and conditions
- ◆ Perform substantive testing of invoice transactional data to document and verify compliance to commercial terms.
- ◆ Offer contract and business improvement recommendations based on industry experience to enhance contract value for clients including preventive measures for discovering and preventing future incorrect payments.
- ◆ Write audit report (internal and external) to include identified monetary discrepancies, if any, and business improvement recommendations.
- ◆ Participate in the negotiation and resolution of identified monetary discrepancies with suppliers and client.
- ◆ Prepare reports for Internal Management concerning scope of audit, issues found, recovery amounts, and recommendations for future improvements.
- ◆ Capable of working in a fast paced, demanding, entrepreneurial work environment.
- ◆ Maintain positive client and supplier relationships.

**Qualifications:**

**Education/Experience:**

Bachelor's degree (B. A.) from four-year college or university; prior contract compliance, internal audit, and/or Big Four experience preferred.

**Language Ability:**

Ability to conduct effective interviews with client and supplier personnel to identify potential audit issues. Customer relation skills are critical particularly in managing interfaces between the customer and the audited supplier or between the commercial and technical organizations.

Ability to read, analyze, and interpret contract information and from a variety of other related business process systems (e.g., PeopleSoft, SAP, JD Edwards, Oracle, etc.). Ability to clearly document audit issues in prescribed style and format.

Ability to effectively present information to senior management of client and supplier organizations. Good writing skills are essential for the development of individual audit reports and in creating a summary report which provides a comprehensive review of existing organizational processes.

**Math Ability:**

Ability to comprehend and utilize algebraic equations in spreadsheets to develop audit issues. Ability to understand and apply statistical sampling and extrapolation methodology to quantify claims.

**Reasoning Ability:**

Ability to define problems, collect and extrapolate data, establish facts, and draw valid conclusions. Drawing inferences from information, applying logical reasoning based on information and producing evidentiary information to support one's contention is required.

**Computer Skills:**

Skills in the following software: Spreadsheets (Microsoft Excel), Database (Microsoft Access), Word processing (Microsoft Word), Internet software, E-mail software is essential. Knowledge of Microsoft Power Point is preferred.

**Supervisory Responsibilities:**

This job has no direct supervisory responsibilities; however, candidate is expected to demonstrate excellent Leadership qualities.

**Work Environment:**

As most of the work is done at the supplier site, expectation is for candidate to be appropriately sensitive and non-obtrusive. Due to the nature of the audits, work conditions will vary, but typically will be conducted in a temporary office environment.

**Traveling Demands:**

Extensive travel is required. Specifically, an average of 60% of time will be spent traveling to supplier facilities to perform the above described roles and responsibilities. Renew will arrange for and facilitate provision of accommodations and services such as airfare, lodging and rental cars.

**Compensation:**

Competitive base salary commensurate with experience and incentive bonus program, which is based on individual performance. In addition, in some situations commissions may be paid depending on the basis of the audit work to be performed.

**Pre-engagement requirements:**

Renew International is a Drug Free workplace. All employees and contractors are required to successfully 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.

**Company Description:**

Renew International provides diverse cost recovery auditing solutions to leading companies across all industries. Our innovative recovery auditing and risk assessment services for the energy sector provide comprehensive “procure to pay” audit solutions on the cost side and wellhead to final sale 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*

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*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.*

**Contact Information:**

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