

Contracts Compliance Manager

Description

Minneapolis, MN

Primary Responsibilities:

- Establish, mandate, implement, and maintain standard policies and procedures, and best practices across Optum Serve to promote compliance with the SCA and other applicable laws and contractual obligations unique to business with the U. S. Government.
- Develop, coordinate, and maintain training of SCA and other compliance responsibilities across multiple functions
- Work with managers to identify employees working “in-connection” to SCA contracts
- Along with the team you will be leading, act as a Subject Matter Expert for SCA questions and issues, troubleshoot when needed
- Collaborate with legal counsel to conduct legal research and monitor changes with Federal Acquisition Regulation requirements and contractual clauses to mitigate risks and achieve compliance
- Support the collection of data for regulatory and contractual filings, coordinate and develop reports, projects and use assessment tools to verify compliance
- Predict emerging customer needs and promote innovative solutions to meet them
- Establish compliance communications and drive problem resolution for a business entity across Optum Serve
- Provide exceptional customer service to internal and external customers and clients by providing sound and thoughtful guidance and solutions, delivering on commitments, seeking opportunities to educate, while leveraging UnitedHealth Group’s Cultural Values

Additional Accountabilities:

- Assist with the creation of best practices within the Compliance Program
- Understand and maintain knowledge of Optum Serve’s business processes
- Minimal travel may be required to meet the needs of the business (estimated 10%)
- Additional duties as assigned by management

You’ll be rewarded and recognized for your performance in an environment that will challenge you and give you clear direction on what it takes to succeed in your role as well as provide development for other roles you may be interested in.

Required Qualifications:

- Bachelor’s degree or equivalent experience
- 5+ years of experience working in a government, legal, health care, managed care and/or health insurance environment in a regulatory, privacy or compliance role
- Experience and a complete understanding of the SCA provisions related to wages, PTO, and fringe benefits, as well as related Executive Orders including but not limited to:

Employer

United Health Group

Job Location

Minneapolis, MN

Date posted

February 24, 2023

- 13706 – Federal Contractor Sick Leave
- 14026 – Increasing the Minimum Wage for Federal Contractors
- Experience communicating complex information via phone conversations and emails to non-technical clients, external customers, internal customers, and executives
- Experience interacting & collaborating with a variety of stakeholders (other team members, internal customers, and executives)
- Intermediate or better proficiency with Microsoft 365 applications
- Advanced level of proficiency with Excel to include nested formulas with VLOOKUP and/or INDEX/MATCH and Macros a plus
- Solid analytic and problem-solving skills, including SQL query skills

Preferred Qualifications:

- Deltek Costpoint experience
- Payroll knowledge
- Development and execution of strategic audit plans
- Project management skills
- Ability to understand, interpret, and apply complex regulations,
- Ability to collaborate in a matrix environment,
- Ability to manage multiple projects
- Ability to work in a fast-paced environment and manage multiple tasks with hard deadlines simultaneously

Job Application URL

<https://careers.unitedhealthgroup.com/job/17825226/contract-compliance-manager-remote-remote/>