

Vendor / Supplier Compliance Auditor

AMS-PAR is one of the largest contract compliance firms in its peer group, serving the Energy and Utility industries for more than 40 years. Clients entrust us to assess whether their vendors and suppliers have complied with negotiated agreements and to facilitate collections and strengthen business processes and contract language. We embrace technology to analyze data differently, adding value to client deliverables. Regardless of their size, all clients, from large international corporations to small independent firms, receive the same high-quality service. We hire experienced staff capable of contributing immediately.

We are currently seeking experienced Vendor / Supplier lead auditors to join our contract compliance audit team.

Responsibilities

- Review contracts and identify risks, and opportunities to improve business relationships.
- Evaluate data sets and develop test plans to achieve project objectives.
- Coordinate with vendors / suppliers to execute audit test plan.
- Effectively negotiating settlements.
- Manage project budgets.
- Communicate effectively, both verbally and in writing, to address results and necessary corrective actions throughout each engagement.

Qualification

- Experience as a Vendor / Supplier Lead Auditor, including multi-person teams.
- Proven expertise in contract compliance auditing, preferably in the Energy and Utility business sectors.
- Critical and strategic thinker with strong analytical skills
- Highly organized with the ability to maintain well-documented workpapers
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- Demonstrated ability to simultaneously manage multiple engagements effectively.
- Self-directed and able to work independently in a virtual environment.
- Thrives in fast-paced, deadline-driven settings.
- Excellent verbal and written communication skills.

- Ability to mentor staff.

Additional Qualifications:

- Bachelor's degree in accounting, mathematics, or supply chain management
- Minimum of 5 years of direct subject matter experience.
- Proficiency with Microsoft applications, both large and smaller companies accounting systems (e.g., Oracle, SAP, Quick Books).
- Multi-lingual a plus.

Location and Travel:

- Houston-based preferred, but office virtually.
- Less than 10%.

If you are interested in this position, please apply at <https://ams-par.com/job-openings//>.

For any additional questions, please contact Carolyn Sczepanski at (281) 866-8256, carolyn.sczepanski@ams-par.com