



A proud partner of the **americanjobcenter** network

Senior Contract Compliance Specialist

Do you enjoy working with contracts? Are you an excellent communicator both verbal and written? Are you an independent proactive leader looking for the next step? **Then this is the career for you!** We are looking to hire a **Full-time Senior Contract Compliance Specialist**.

Some of your duties will include but not be limited to:

- Oversees agency procurement processes to ensure compliance with local, state, and federal regulations.
- Leads the development of monitoring plans and methods for implementation of those plans based on the current Risk Analysis of the providers.
- Monitor and analyze contractor's performance and procedures to ensure compliance with the contractual requirements, federal, state, and local regulations.
- Drafts appropriate intervention recommendations for the avoidance of redundant errors and deviations.
- Develops and implements strategies to improve agency performance based on funder monitoring results.
- Leads the development of monitoring calendars, tools, and procedures.

Do you have???

- ✓ Bachelor's Degree in Business, Political Science, Business Law, Public Administration, or related field. An equivalent combination of related education and experience will be considered.
- ✓ Three years or more experience with contract monitoring, program management, procurement, or auditing experience.
- ✓ A valid driver's license and reliable transportation.
- ✓ **Bonus:** Understanding of WIOA and working with the Department of Labor
- ✓ **Bonus:** If you have 1-2 years of proven experience identifying and developing strategies to improve agency performance based on funder monitoring results.

Why Employ Milwaukee?

- ✓ We're a non-profit **local** workforce development board
- ✓ Full benefits including Health, Dental, Vision, 401K, and **Employer Paid LT & ST disability**
- ✓ Prime location! Just minutes from downtown Milwaukee
- ✓ Hybrid work from home models available
- ✓ Making a real positive impact in the lives of youth, adults, dislocated workers, and other target populations by providing various levels of career services, education, training, and employment opportunities

Send **Salary Requirements** and resume, stating the position you are applying for, to:

Employ Milwaukee HR Dept. at: HR@employMilwaukee.org

Interviews may be conducted during the posting period

Employ Milwaukee is an Equal Opportunity employer and service provider. If you need this information or printed material in an alternate format, or in different language, please contact us at (414)-270-1700. Deaf, hard of hearing, or speech impaired callers can contact us through Wisconsin Relay Service at 7-1-1.

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