

Audit/Sr. Audit & Analytics Manager, Contract Services

Job ID: 00412182

Job Function

Finance Services

Schedule

Full-time

Location

United States-California
South San Francisco

Job type

Regular Employee

Company/Division

Pharmaceutical

Job Level

Experienced

Who We Are

At the Roche Group, about 80,000 people across 150 countries are pushing back the frontiers of healthcare. Working together, we've become one of the world's leading research-focused healthcare groups. A member of the Roche Group, Genentech has been at the forefront of the biotechnology industry for more than 30 years, using human genetic information to develop novel medicines for serious and life-threatening diseases. The headquarters for Roche pharmaceutical operations in the United States, Genentech has multiple therapies on the market for cancer and other serious illnesses. Please take this opportunity to learn about Genentech, where we believe that our employees are our most important asset and are dedicated to remaining a great place to work.

The Position

This position may be filled at an Audit & Analytics Manager, Contract Services or a Senior Audit & Analytics Manager, Contract Services

Audit/Senior Audit & Analytics Managers play a leadership role in assuring Contract Operations full and consistent compliance with business, legal and regulatory requirements that govern contract services and customer partners for all commercial and relevant government programs and contracts. Audit & Analytics Managers perform internal audits and manage external contracted customer and 340B entity audits. In addition, Audit & Analytics Managers gather, analyze, synthesize and provide partners and stakeholders with compliance and audit related-data to support ongoing business operations and decisions, which includes identifying and interpreting trends that emerge from internal and external audits and communicating these findings and implications to partners/stakeholders. Given the nature of their work, Audit & Analytics Managers act as subject matter experts (SMEs) on SPCM Contract Operations processes, collaborating with Contract Operations partners and stakeholders in various meetings, initiatives and projects. The audit responsibilities of this position are critical to ensuring the integrity, accuracy and compliance of Contract Operations processes and activities and external contracted customer compliance. Senior Audit & Analytics Managers are expected to play a leadership role in guiding overall compliance operations and practices across Contract Operations. As such, Senior Audit & Analytics

Managers may have one or more direct reports and they also share some of the other departmental management activities with their manager, e.g., reviewing the work of others, representing Contract Operations compliance to cross-functional teams, partners and stakeholders, preparing and delivering senior management presentations on strategic or complex issues, and leading strategic projects.

- Acts as a lead SME for Contract Operations and customer audit compliance and SOPs
- Proactively seeks out complex information on changes in laws, regulations and other external factors and dynamics. Works with manager and other internal partners/stakeholders to interpret the information and assess its effect on current Contract Operations systems, processes and practices. Develops appropriate responses, including recommending changes to general and/or auditing and analytics practices to assure Contract Operations' ongoing compliance and accuracy
- Plays a lead role in development, implementation and ongoing maintenance of Contract Operations SOPs
- Develops, recommends, implements and educates others on performance metrics for Contract Operations general and audit-specific practices
- Oversees and ensures timely and targeted development and delivery of Contract Operations Compliance & Analytics training; including conducting training for other staff members and, as appropriate, others outside of the department
- Leads other project initiatives
- Serves as the primary point-of-contact for SPCM Contract Operations' compliance and auditing. Includes all compliance-related initiatives and representing Contract Operations' and customer compliance and audit activities to internal and external partners and stakeholders
- Serves as an expert on all applicable laws, regulations, corporate and business unit standards and requirements and helps drive cross-functional operations to assure compliance, accuracy and achievement of all other key performance metrics for Contract Operations
- Works with other audit managers and internal process SMEs to ensure proper process controls are in place
- Oversees or otherwise supports internal and external audits by organizing, compiling and storing necessary data and creating reports and presentation materials
- Oversees and conducts timely and targeted internal auditing and validation to ensure compliance, as per Contract Operations SOPs and other business, legal and regulatory requirements
- Partners with 340B field account management teams to provide auditing, analysis, reporting and communication support for 340B Program Integrity
- Provides expert post-auditing guidance and advice to cross-functional partners and stakeholders and, where applicable, plays a lead role working with SMEs to identify root cause and develop process-driven solutions and corrective action plans
- Where applicable, closely monitors corrective action plan implementation to assure timely, thorough and compliant follow-through
- Oversees or otherwise performs analyses and provides reporting to identify trends and interpret data related to Contract Operations and customer compliance and auditing activities
- Plays the lead role in presenting audit and corresponding analytical findings, insights and recommendations to stakeholders
- Monitors operations and results in accordance with Contract Operations' performance metrics. Provides and maintains scorecards and scorecard reporting

- Where applicable, hires, develops and oversees the work of direct reports
 - Complies with all laws, regulations and policies that govern the conduct of GNE activities

Who You Are

- Bachelors Degree (general business, finance, or public policy disciplines are preferred)
- MBA or other related graduate-level degree is a plus
- A minimum of 8 years' work experience in managed care and/or government programs or related analytics
- 4 or more years' managed care and/or government contract operations or other related program administration experience in the pharmaceutical/biotechnology or related industry
- Previous experience effectively leading cross-functional strategy and policy development teams
- Expert knowledge/understanding of drug contracting, managed care customers, and the distribution channels
- Thorough knowledge of current policies and guidelines that affect contracts, pricing, rebates, etc. in the managed care environment
- Thorough knowledge of systems and reporting mechanisms that support contract operations particular to the pharmaceutical/biotechnology or related industry
- Must demonstrate a high level of proficiency with Microsoft, Excel, PowerPoint and Word
- Strong working knowledge of relevant pricing and contracting strategy development methodologies and modeling (quantitative and qualitative)
- Outstanding skills/proven track record in writing departmental SOPs and training others in their use of SOPs
- Previous experience in other functions within the pharmaceutical, biotechnology or related industry is preferred, e.g., product marketing, managed care marketing, field sales, field account management, market planning, strategic planning, market research, market or sales analytics, customer finance, legal, customer service & operations, etc.
- Proven track record for consistently meeting or exceeding qualitative, as well as any quantitative, targets and goals
- Business travel, by air or car, is required for regular internal and external business meetings

Genentech is an Equal Opportunity Employer.