**Senior Manager, Quality Assurance Standard Job Description**

**Classification Title:** Senior Manager, Quality Assurance

**FLSA Exemption Status:** Exempt

**Pay Grade:** 13

**Job Description Summary:**

The Senior Manager, Quality Assurance, under direction, provides assurance that unit complies with approved procedures including compliance Federal, State, and/or System regulations. Provides recommendations on administrative controls, performance measurements, accounting, and management procedures.

**Essential Duties and Tasks:**

**35% Quality Assurance and Compliance**

* Directs routine quality assurance activities including review of internal controls, project records, procedures.
* Ensures compliance with internal procedures and Federal, State, and/or System regulations.
* Develops a risk-based quality assurance plan, ensuring that critical operational areas within unit are monitored.
* Collects, compiles and reports on performance measurement data.

**25% Reporting**

* Prepares reports of issues, identifies discrepancies and proposes corrective action.
* Serves as liaison for audit activities.

**20% Supervision**

* Supervises assigned staff.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Qualifications:**

**Required Education:**

* Bachelor’s degree or equivalent combination of education and experience.

**Required Experience:**

* Six years of related experience in financial, operational process improvement and/or project management positions.

**Required Licenses and Certifications:**

* None

**Required Knowledge, Skills, and Abilities:**

* Knowledge of word processing, spreadsheet, and database applications.
* Ability to multitask and work cooperatively with others.
* Verbal and written communication skills.
* Interpersonal, organizational, analytical, and problem-solving skills.

**Additional Information**

**Machines and Equipment:**

* Computers
* Phone
* Calculator

**Physical Requirements:**

* None.

**Other Requirements and Factors:**

* This position is security sensitive.
* This position requires compliance with state and federal laws/codes and Texas A&M University System/TAMU policies, regulations, rules and procedures.
* All tasks and job responsibilities must be performed safely without injury to self or others in compliance with System and University safety requirements.

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[ ]  **Yes**

[x]  **No**

**Does this classification have the ability to work from an alternative work location?**

[ ]  **Yes**

[x]  **No**