

Posted 8/19/2026



Unified Community Services
Serving Grant and Iowa Counties

Compliance Manager

Unified Community Services is seeking a detail-oriented, solutions-focused **Compliance Manager** to lead all agency-wide quality improvement efforts to ensure program staff utilize best practices with regards to program service delivery. The Compliance Manager will also ensure that all agency financial policy and practices including credentialing, rate setting, and billing are utilized to maximize the agency revenue-cycle operations.

The ideal candidate will be a highly organized, analytical professional who can balance regulatory compliance, operational problem-solving, and collaborative staff support across a public human-services environment.

Benefit Position: 80 hours bi-weekly; Monday through Friday, 8:00 a.m. to 4:30 p.m.

Starting Salary: \$2,817.60 bi-weekly

Minimum Qualifications

- Bachelor's degree in a related field
- Two to three years of relevant professional experience
- Knowledge of healthcare compliance, HIPAA privacy, quality assurance, medical billing, revenue-cycle operations, credentialing, and licensure tracking
- Proficiency with Microsoft Excel, Outlook, and Word; familiarity with electronic health record systems is required
- Experience in healthcare compliance, medical billing, revenue cycle operations, finance management, electronic health records, payer systems, behavioral health, human services, public-sector, or community-based service settings is preferred

How to Apply

A Grant County application and job description may be obtained on www.co.grant.wi.gov or by contacting Grant County Human Resources (608) 723-2540.

To be considered, applicants must submit **a letter of interest, resume, and Grant County application.**

Application materials may be emailed to employment@co.grant.wi.gov or mailed to the address below.

Screening of applicants will begin immediately and will continue until the position is filled.

Grant County Human Resources

111 S. Jefferson St. / P.O. Box 529
Lancaster, WI 53813

Grant County is an Affirmative Action/Equal Employment Opportunity employer (AA/EEO). All qualified applicants are encouraged to apply, including minorities, veterans, women, and persons with work-related limitations.

GRANT COUNTY JOB DESCRIPTION

Title: Compliance Manager

Department / Agency: Unified Administration

Fair Labor Standards Act (FLSA) Status: Exempt

Pay Grade: K

Immediate Supervisor: Unified Director

Position Summary

The Compliance Manager manages, develops, implements, and maintains an agency-wide compliance program. This position provides ***operational oversight*** for medical billing and revenue cycle functions, serves in a lead compliance role across agency programs, supports quality assurance activities, oversees credentialing and staff compliance tracking.

Essential Duties and Responsibilities

- Develop, implement, and maintain a comprehensive agency-wide compliance program.
- Create, review, update, and monitor compliance-related policies and procedures to ensure agency adherence.
- Serve as a compliance officer for agency programs, including behavioral health and other service lines, and collaborate with program areas to address compliance-related concerns.
- Create, manage, monitor, implement, and track quality assurance processes across the agency.
- Facilitate quarterly quality assurance audits as requested, distribute audit results, and maintain related records.
- Track employee licensure, credentialing, training, continuing education, and supervision requirements.
- Maintain systems to monitor staff compliance with credentialing and licensure requirements and communicate renewal or deficiency issues to staff.
- Educate staff regarding documentation standards, compliance requirements, insurance requirements, release of information requirements, and Centers for Medicare and Medicaid Services updates.
- Respond to staff questions related to compliance and documentation across programs.
- Serve as the HIPAA Privacy Officer.
- Review agency processes for HIPAA compliance, ensure release-of-information compliance, document privacy violations, conduct follow-up, and provide education and corrective action as appropriate.
- Generate charges for services provided and process claim batches with Medicaid, ForwardHealth, third-party payers, self-pay accounts, grants, and other payers as applicable.
- Track, trend, and analyze claim denials.
- Perform root cause analysis, develop corrective actions, coordinate appeals or system updates as needed, and educate staff to reduce recurring denials.
- Resolve system-generated errors to maintain workflow continuity, create and edit services in the electronic health record, monitor dashboard data, and collaborate with IT or vendors regarding system issues and updates.
- Develop and implement finance-related and compliance-related policies, procedures, and workflow guidance where processes are not yet established.

Required Knowledge, Skills, and Abilities

- Knowledge of revenue cycle operations, medical billing processes, payment posting, reconciliation, claim submission, and denial management.
- Knowledge of compliance program development, policy administration, HIPAA privacy requirements, and quality assurance practices.
- Knowledge of credentialing, staff licensure tracking, training compliance, and documentation requirements.
- Ability to interpret and apply policies, procedures, payer requirements, and compliance standards.
- Ability to analyze issues, identify root causes, and implement practical corrective actions.
- Ability to communicate effectively with staff, leadership, insurers, vendors, and external partners.
- Ability to manage multiple priorities, maintain accurate records, and meet deadlines in a dynamic environment.
- Proficiency in Microsoft Excel, Outlook, Word, Echo, and Notepad++.
- Working knowledge of electronic health record structure and configuration.

Minimum Qualifications

- Bachelor's degree in a related field.
- Two to three years of relevant experience.

Preferred Qualifications

- Experience in healthcare compliance, medical billing, revenue cycle operations, or finance management.
- Experience working with electronic health records, payer systems, and compliance monitoring processes.
- Experience in behavioral health, human services, or public sector/community-based service environments.

Physical Demands and Work Environment

Work is primarily performed in an indoor office environment with extensive sitting and repetitive hand movement associated with computer and office equipment use. The position occasionally requires standing, walking, bending, reaching, and lifting up to 10 to 25 pounds. Work-related travel may occur on a low-frequency basis. The role may occasionally involve interaction with irritated, agitated, hostile, or violent individuals.

Equipment and Technology

Uses standard office technology and related equipment, including laptop, printer, copier, scanner, multi-line phone system, and remote headset technology. Proficiency with agency software and related systems is required.

5/11/2026

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I have read and understand this job description. I agree to accept the responsibilities and duties as outlined.

Employee

____/____/____
Date