Job Title: Compliance Associate

FLSA Classification: Exempt

Reports to: Senior Manager of Compliance

Summary:
Assists Senior Manager of Compliance in monitoring and evaluation, compliance training, protocols and internal investigations. Ensures subrecipients are following regulatory and ethical standards, regardless of whether government or a company's executive management establish the standards. Assists in ensuring internal and external compliance with Uniform Guidance and CFTH policy set by the Board of Directors. Partners with management to provide continual risk assessment.

Responsibilities:
- Monitors subrecipients for ongoing compliance with applicable local, state, and federal rules and regulations, contractual requirements. Occurring monthly, quarterly, or as needed.
- Conducts interviews, scrutinizes details, and asks questions to make ensure compliance across funder’s and Uniform Guidance requirements.
- Prepare and issue timely and accurate compliance reports identifying areas of noncompliance. Maintain complete, organized and accessible compliance records.
- Prepares and distributes documents and hosts trainings that educate on how to improve compliance.
- Responsible for reports with various compliance agencies.
- Examines and improves auditing processes to prevent compliance issues and/or resolve them in a timely manner.
- Stays informed about Uniform Guidance standards and assists in making sure the company operates within those standards.
- Strives not only to meet compliance standards, but also to exceed them for peak operating efficiency.
- Attends appropriate trainings offered by CFTH.
- Other duties as assigned.

Competencies:
To perform the job successfully, an individual should demonstrate the following competencies:
- **Dependability** - Follows instructions, responds to management direction; Takes responsibility for own actions. Completes tasks on time.
- **Judgment** - Displays willingness to make decisions; Exhibits sound and accurate judgment to reach stated goals. Identifies and informs Sr. Manager of Compliance of areas of concern or potential changes with plan of action on how to address.
- **Oral Communication** - Speaks clearly in positive and negative situations; Listens and gets clarification; Responds well to questions; Participates in meetings.
- **Planning/Organizing** - Prioritizes and plans work activities; Uses time efficiently; Sets goals and objectives with action plan for completion.
- **Situational Adaptnability** – Adapts approach and demeanor in real time to match the shifting demands of different situations.
- **Customer Service** – Demonstrates an approachable, professional demeanor; Solicits feedback to improve process and/or service.

Skills and Qualifications:
- Bachelor’s Degree
- Industry Certification or Experience
- Detailed Oriented
- Personal Integrity
- Have a working knowledge of Uniform Guidance