



# CAREER OPPORTUNITY

## COMPLIANCE COORDINATOR

**DEPARTMENT:** Financial Services

**STATUS:** Full-time

**FLSA STATUS:** EXEMPT

**HOURS/DAYS:** Monday-Friday 8am-5pm generally

**SALARY RANGE:** \$43,171 - \$53,060

**SUMMARY:** While reporting to the CFO, this position will manage CAT's internal processes and procedures set to ensure compliance with regulatory requirements on the local, state and federal level. In this capacity, the Compliance Coordinator will also serve as the DBE Liason and Civil Rights/EEO Officer. Additionally, this position will be responsible for maintaining the organizations statistical data base and providing analytical reporting tools for Board, Executive Team and staff use while following agency policy and procedures.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following (Other duties may be assigned).

- Coordinates efforts to complete required procedures, allowing CAT to maintain compliance with local, state and federal regulations. This includes, but is not limited to, required reporting mechanisms, support document retention and external regulatory review preparation.
- Provides education to department managers and staff as it relates to CAT's compliance with local, state and federal regulatory requirements.
- Assist department managers and staff with efforts to complete required procedures, reporting and external review preparation in compliance with all applicable regulations.
- Develops and maintains data base systems to collect various statistics needed to manage operations.
- Creates reporting tools needed to analyze operations and compare actual results to budget and to industry standards.
- Serves as CAT's Disadvantaged Business Enterprises Liason Officer(DBELO). Ensures guidelines and goals are followed regarding participation by disadvantaged business enterprises with a dotted line reporting responsibility to the CEO.
  - Responsible for maintaining and implementing CAT's DBE Program.
  - Compiles, completes and submits all required regulatory reporting.
  - Dotted line reporting responsibility is mechanism allowing direct access to CEO for information on complaints and non-compliance.
- Serves as CAT's Civil Rights Officer/EEO with a dotted line reporting responsibility to the CEO.
  - Responsible for maintaining and implementing CAT's Civil Rights/EEO Program.
  - Compiles, completes and submits all required regulatory reporting.
  - Dotted line reporting responsibility is mechanism allowing direct access to CEO for information on complaints and non-compliance.
- Exhibits a strong sense of urgency to maintain a high level of professionalism and personal performance while making decisions and allocating resources in a cost-efficient manner.

**SUPERVISORY RESPONSIBILITIES:** Team lead responsibilities as related to regulatory compliance and the statistical data base process.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Degree in Management, Finance, Accounting or a related field from an accredited college.
- Three years related experience, including some work in a lead capacity.
- Experience with mathematical processes including statistical and financial analysis.
- Some knowledge of accounting and auditing principles and practices, including GAAP, GAGAP and statutory accounting.
- Excellent verbal and written communication skills.
- Proficient in spreadsheet applications.
- Experience with spreadsheets and automated accounting systems.
- Ability to multi-task, prioritize and work efficiently.
- Ability to listen, communicate (written and verbal), and follow-up effectively with all staffing levels and clients/customers.
- Excellent grammar, spelling and proof reading skills.
- Ability to work independently, be a self-starter, and energetically approach tasks assigned.
- Ability to demonstrate good common sense and sound judgment.
- Flexibility to adapt to all situations and work varied hours; possibly work weekends or evenings.
- Ability to perform at high levels in a fast paced ever-changing work environment.
- Ability to anticipate work needs and follow through with minimum direction.

**EDUCATION and/or EXPERIENCE:** Bachelor's degree in a related field and have three to five years' public sector management analyst experience. The preferred candidate should also possess a strong working knowledge of Federal Transit Administration guidelines, policies and procedures. **COMPUTER SKILLS:** Experience with word processing, spreadsheets, Internet software, email and/or database software preferred. Microsoft Office skills are required.

Submit resume online at [hr@catchacat.org](mailto:hr@catchacat.org) and enter the title of the position in the subject line of the email.

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