



Compliance Coordinator-Special Projects

Department: Financial Services

FLSA Status: Exempt

Reports To: Financial Services

Hours/Day : Monday-Friday 8:am – 5 :00pm

Salary Range: \$41,739 – 64,696

Status: Full Time

SUMMARY: While reporting to the CFO, this position will coordinate 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-Special Projects will serve as lead for CAT's Transit Asset Management (TAM) Plan and provide contract compliance administration. Additionally, this position will be responsible for maintaining the organization's statistical data base, ensuring compliant completion of National Transit Database (NTD) reporting and providing analytical reporting tools for Board, Executive Team and staff use while following agency policy and procedures.

SUPERVISORY RESPONSIBILITIES: Team lead responsibilities as related to TAM/SGR and the organization-wide statistical data base process.

QUALIFICATIONS: To perform this job successfully, and 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.

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Revised Compliance Coordinator
to Compliance Coordinator **Special Projects 02/06/2019**



- 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: The preferred candidate will possess a 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.

LANGUAGE SKILLS: Ability to read and comprehend instructions, short correspondence and memos. Ability to write simple correspondence. Ability to effectively present information one-on-one and small group situations to customers, clients and other employees of the organization. English required, bilingual a plus.

REASONING ABILITY: Able to apply common sense understanding to carry out detailed written or oral instructions. Ability to deal with problems involving several variables in standardized situations. Strong analytical skills are a must.

COMPUTER SKILLS: Experience with word processing, spreadsheets, Internet software, email and/or database software preferred. Microsoft Office skills are required.

CERTIFICATES, LICENSES, REGISTRATIONS: None required.

Submit resume online at hr@catchacat.org and enter the title of the position in the subject line of the e-mail

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