



CAREER OPPORTUNITY

COMPLIANCE COORDINATOR - PROGRAMS Full-time

Department: Financial Services

Status/FLSA: Full-time, Exempt

Work Schedule: Monday–Friday, 8:00 a.m. – 5:00 p.m.;

Reports to: Chief Financial Officer

Salary Range: \$41,739.00 - \$64,696.00

Benefits: Excellent benefits package

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-Programs will also serve as the DBE Liaison Officer and maintain CAT's Civil Rights/EEO Program.

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.
- Serves as CAT's Disadvantaged Business Enterprises Liaison 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 DBE Program matters.
- Staffs CAT's Civil Rights/EEO Program with 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 Civil Rights/EEO Program matters.

SUPERVISORY RESPONSIBILITIES: Team lead responsibilities as related to organization's regulatory compliance and review preparation.

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.

Job Description: Compliance Coordinator - Programs

- Degree in Management, Finance, Accounting or a related field from an accredited college.
- Three (3) 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 – The preferred candidate will possess a Bachelor’s Degree in a related field and have three (3) to five (5) 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 SKILLS – Ability to apply common sense understanding to carry out detailed written and oral instructions. Ability to deal with problems involving several variables in standardized situations. Strong analytical skills required.

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

PHYSICAL DEMANDS – The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to manipulated, handle or fee; reach with hands and arms; and talk or hear. The employee is frequently required to sit. The employee is occasionally required to climb or balance; stoop, kneel, crouch or crawl; and smell. The employee is occasionally required to lift up to 20 pounds.

WORK ENVIRONMENT – The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

DISCLAIMER STATEMENT -- The above statements are intended to describe the general nature and level of work performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so qualified.

TO APPLY: E-mail resume to hr@catchacat.org. Please state the title of the position applying for in the subject line of the email.

EOE M/F/D/V
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