



## Communications Officer - Compliance

### **JOB SUMMARY**

Reporting to the Communications Manager and the Director of Programming, the Compliance Officer is responsible for assisting the Communications Manager with monitoring the compliance of members of Random Acts to SOPs and organizational policies. The Compliance Officer assists with project management, technical oversight and general expertise to the organization.

### **RESPONSIBILITIES**

- Answering general compliance questions from management and staff and coordinating use of outside help when needed from compliance consultant.
- Providing effective oversight, reporting and analysis of the organization's compliance program.
- Review and track auditing/monitoring results and regulatory examination findings and ensure remediation is on-time and addresses root cause issues.
- Performs compliance monitoring, as needed, in areas of concern.
- Works on long-term projects including but not limited to compiling risk assessments, writing policy and procedure, and advising business lines on compliance related matters
- Overseeing day-to-day functionality of the on-line training and assist in developing annual training schedule.
- Reports to the Internal Communications Manager

### **DESIRED QUALIFICATIONS AND SKILLS**

- 1-2 years experience working in compliance preferred
- Excellent organizational and time management skills
- Ability to handle multiple tasks at once
- Ability to communicate effectively with people
- Bachelor's degree in business seen as a plus