

## **Compliance Officer Job Description**

**POSITION OVERVIEW:** Ensure agency compliance with all applicable state laws and regulations pertaining to IDA's. Day to day responsibilities include timely and accurate completion of various reports pursuant to State statutory requirements; informing and educating agency board and staff on compliance requirements; and auditing and correcting any compliance issues within existing projects. Also acts as liaison for regulatory audits. Performs related duties as required.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Directs, interprets, and assures compliance with all state laws and regulations including Public Authorities Accountability Act and NYS General Municipal Law.
- Researches, analyzes, and reviews reports to determine compliance-related trends; evaluates effectiveness, efficiency, and reliability of current procedures. Recommends changes in procedures and computer systems to senior staff.
- Manages the collection, data verification and compilation of complex reports to various oversight authorities as required by law.
- Verifies customer compliance with various agreements including employment, financials, and subtenants.
- Ensures agency compliance with internal policies and procedures.
- Collaborates with companies and taxing jurisdictions to validate accuracy of information compiled in various reports.
- Maintains and updates data in agency database. Prepares and distributes correspondence to clients explaining compliance requirements and meets with clients to explain requirements, as necessary.
- Maintains files and drafts correspondence documenting client compliance, defaults, and corrective actions.
- Performs site visits for clients that are delinquent and/or to verify compliance.
- Regularly develops and delivers presentations to Board of Directors and/or various internal committees.
- Other duties as assigned.

### **MINIMUM QUALIFICATIONS:**

- Bachelors degree or equivalent in business, legal, real estate or related field.
- 3-5 years compliance or paralegal experience preferred.
- Familiarity with ABO regulations a plus.
- Capable user of Microsoft Word, Excel, CRM and Power Point.
- Strong verbal presentation skills essential.
- Ability to read, interpret and analyze legal documents.
- Pro-active, collaborative and team oriented.
- Ability to prioritize competing needs.
- Professional written and oral communication skills.

Interested parties should contact Ann Cardena (716) 631-3951 at Key Resource Group ([krgstaffing.com](http://krgstaffing.com)). ECIDA is an equal opportunity employer.