

## **POSITION DESCRIPTION**

Title: Compliance Analyst

Department: Finance & Accounting

Job Analysis: May 2023

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

### **Relationships**

Reports To: Accounting Manager

Subordinate Staff: N/A

Internal Contacts: County employees and elected officials

External Contacts: Vendors and Local, State, and Federal agencies

Salary Grade: Classified/Exempt (S316)

### **Job Summary**

This position assists with all areas of compliance for financial and support services, including testing of compliance and internal controls, monitoring programs, and reviewing business processes and procedures for identification of risks, key controls, and improvement opportunities. This role conducts reviews to ensure the Baldwin County Commission has appropriate processes and procedures to effectively comply with applicable federal, state, and local regulatory requirements. The Compliance Analyst assists with budgeting and accounting functions and for performing detailed work conscientiously and accurately communicating findings pertaining to the specialized field of governmental grants.

### **Job Domains**

#### **A. Duties and Responsibilities**

1. Directs and participates in the establishment and maintenance of comprehensive fiscal processes, procedures, and controls for fulfillment of, and compliance with, grant requirements.
2. Verifies compliance on a variety of financial documents for completeness, accuracy, and confirmation with program regulations, goals, and objectives.

3. Assists with the development and testing of accounting controls, policies, and procedures; reviews, analyzes, and evaluates existing finance and accounting policies and procedures to develop improvements in efficiency and effectiveness.
4. Participates in the planning and development of fiscal year grant budgets.
5. Monitors budgets and related fiscal reports to ensure grant compliance adherence to federal, state, and local regulations, allowable costs, adequate budgetary constraints/controls, and timely report submission.
6. Ensures effective communication with departments and staff to facilitate and adherence to finance and accounting policies and procedures.
7. Responsible for researching, developing, and performing compliance reviews, including analysis of records, reports, regulations, and operating procedures and practices identifying areas of non-compliance and recommended remedial action.
8. Assists in reconciling reports and financial records identifying need for adjustments.
9. Advises and keeps accounting staff apprised of programmatic processes required by grants, such as reporting reminders, dual review of reports, and modifications.
10. Research regulations by reviewing regulatory bulletins and other sources of information.
11. Participates in the development of responses to agency examinations, audit concerns, and any required correction actions.
12. Oversees setup of grants and related projects in the accounting and financial software.
13. Assists in reviewing other team members' work and provide guidance and feedback as applicable.
14. Maintains professional and technical knowledge by attending educational workshops, reviewing professional publications, establishing personal networks, and benchmarking best practices.
15. Participates in teleconferences and meetings where regulatory controls are discussed and reviewed.
16. Collaborates with internal/external partners and senior leadership to support the development and execution of compliance policies and procedures.
17. Supports external audits by retrieving various documentation.
18. Any other duties as directed by the Clerk/Treasurer.

### **Knowledge, Skills, and Abilities**

1. Strong interpersonal and communication skills (oral, written, and presentation) to facilitate effective working relationships with internal and external contacts.
2. Ability to develop and implement a review, research regulatory requirements, collect and verify review documentation, assist with the preparation of preliminary and final reports.
3. Ability to multi-task, operate autonomously, and prioritize effectively.
4. Possess advanced analytical, data management, critical thinking, and organizational skills with strong attention to detail.
5. Technical aptitude to learn new technology and identify ways to improve current processes.
6. Demonstrates ability to use tact and diplomacy when dealing with co-workers, auditors, and elected officials.
7. Experience or training in computerized accounting systems desired.

8. Skills and knowledge to perform accounting and bookkeeping operations, conduct detailed analysis, and prepare budgets.
9. Skills and knowledge to prepare reports, complete forms, compose letters, and accurately post journals and ledgers.
10. Ability to understand written instructions, manuals, and correspondence.

#### **Other Characteristics**

1. Willing to work nonstandard hours as necessary.
2. Willing to travel out of County as needed.
3. Willing to attend meetings, conferences, workshops, and training sessions related in assigned work area.

#### **Minimum Qualifications**

1. Bachelor's degree in a business-related field preferred.
2. A minimum of three (3) years of federal and state grant compliance experience or any equivalent combination of experience and training that provides the knowledge, skills, and abilities necessary to perform the work.
3. Working knowledge of federal, state, and local government procurement laws.
4. Possess a valid driver's license.