

Compliance & Ethics: Compliance Analyst II

COMPLIANCE & ETHICS: Develops, implements, administers and certifies compliance policies, procedures, and practices. Ensures alignment with legal ethical standards of the organization. Provides compliance advice, investigates complaints and verifies deficiencies are corrected. Develops employee communication and training programs that focus on the elements of a company-wide compliance program. Analyzes metrics and audits functional compliance program. Maintains current knowledge of laws for financial, advertising and marketing reporting, regulations, and industry guidance that impact the company's compliance program. **REGULATORY COMPLIANCE:** Interprets federal and state and/or international regulations as they apply to products, financial processes, and other processes, practices and procedures. Investigates and resolves compliance problems, questions, or complaints received from other units of the company, customers, government regulatory agencies, etc. Implements policies and procedures to ensure that these are in compliance with the appropriate statutes and regulations and that regulatory reporting requirements are met. May develop and implement programs designed to increase employee awareness and knowledge of compliance policies. May audit and evaluate current policies, procedures, and documentation for compliance with government laws and regulations. May include compliance review and approval of promotional materials, including post marketing.

Knowledge

Frequent use and general knowledge of industry practices, techniques, and standards. General application of concepts, and principles.

Problem Solving

Develops solutions to a variety of problems of moderate scope and complexity. Refers to policies and practices for guidance.

Discretion/Latitude

Works under only very general supervision. Work is reviewed for soundness of judgment and overall adequacy and accuracy.

Impact

Contributes to the completion of organizational projects and goals. Errors in judgment or failure to achieve results would normally require a moderate expenditure of resources to rectify.

Liaison

Frequent internal company and external contacts. Represents organization on specific projects.

Work Products (Examples may include but are not limited to)

Provide guidance to the Supply Chain group and responsible for Supply Chain Compliance administration and related activities.

Minimum Education and Experience

3+ years of directly related experience with a Bachelor's Degree in Supply Chain, Business or a related field. Intermediate MS Word, PowerPoint and Excel skills.