

Compliance & Ethics: Compliance Analyst III

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

Complete understanding and application of principles, concepts, practices, and standards. Full knowledge of industry practices.

Problem Solving

Develops solutions to a variety of complex problems. May refer to established precedents and policies.

Discretion/Latitude

Work is performed under general direction. Participates in determining objectives of assignment. Plans schedules and arranges own activities in accomplishing objectives. Work is reviewed upon completion for adequacy in meeting objectives.

Impact

Exerts some influence on the overall objectives and long-range goals of the organization. Erroneous decisions or failure to achieve objectives would normally have a serious effect upon the administration of the organization.

Liaison

Represents organization as a prime contact on contracts or projects. Interacts with senior internal and external personnel on significant matters often requiring coordination between organizations.

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

Provide guidance to the Supply Chain group and responsible for SB activities, related Governmental reporting, related Supply Chain Compliance documentation audits, reporting, associated training, and Compliance administration

Minimum Education and Experience

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