



Position Title: Compliance Specialist

Reports To: Executive Director

Hours: Full time, varied to meet the needs of the foundation

FLSA Status: Exempt

I. Job Summary

The responsibilities of the Compliance Specialist position include planning, developing and revising all aspects of an effective compliance program to meet the changes in the regulatory environment. Oversees, coordinates, and monitors the day-to-day functions of a non-profit environment and ensure that all is in accordance with OIG and IRS regulations. The Compliance Specialist will work closely with the Executive Director to serve a key role in the coordination, auditing and resolution of compliance issues and activities including educational initiatives, policy and procedure development, issue analysis, research and investigation

For success, the Compliance Specialist will need to be a strong collaborator, have sound decision making abilities, excellent written & verbal communication skills, keen analytical aptitude and be comfortable working through and resolving challenging situations. The Compliance Specialist will have a deep understanding of 501(c)(3) sectors and OIG and IRS regulations .

II. Duties and Responsibilities

- a) Accomplishes compliance strategies by determining accountabilities; communicating and enforcing values, policies, and procedures; training, coaching, and communication programs; planning and monitoring Compliance strategies.
- b) Assist in developing compliance organizational strategies by contributing information, analysis, and recommendations to strategic thinking and direction; establishing functional objectives in line with organizational objectives.
- c) Assist in developing compliance financial strategies by estimating, forecasting, and anticipating requirements, trends, and variances; aligning monetary resources; developing action plans; measuring and analyzing results; initiating corrective actions; minimizing the impact of variances.
- d) Protects assets by establishing compliance standards; anticipating emerging compliance trends; designing improvements to internal control structure.



- e) Avoids legal challenges by understanding current and proposed legislation; enforcing regulations; recommending new procedures; complying with legal requirements.
- f) Monitors the regulatory compliance efforts at the operational level with respect to OIG, IRS and state regulations.
- g) Actively participates in state and federal licensing program to ensure new applications are processed as required and renewals are submitted in a timely manner.
- h) Logs, researches and responds to routine compliance inquiries in a timely and professional manner.
- i) Escalates compliance issues that require a subject matter expert or up-line management to provide a timely resolution.

III. Performance expectations

The Compliance Specialist assists the Executive Director in setting the direction and ensuring the health of the organization. The Compliance Specialist is expected to possess excellent organizational skills.

The Compliance Specialist is expected to:

- a) Plan and meet deadlines. Maintain a flexible work schedule to meet the demands of the Executive Director. Demonstrate initiative and work as a team player.
- b) Adhere to the highest ethical standards in management, governance, and fund development. Convey a professional and positive image regarding the organization and the not-for-profit sector. Demonstrate commitment to continued professional growth and development.

IV. Qualifications

- a) Bachelor's degree from an accredited college or university in Business or Healthcare Administration
- b) Must be able to successfully pass a pre-employment background check.
- c) A minimum of four years of experience in working in healthcare compliance.
- d) Superior interpersonal and verbal communication skills
- e) Superior writing skills
- f) Expert level computer skills.