Position: Compliance Officer
Department: Finance and Administration
Supervisor: Vice President of Finance & Administration
Revision Date: January 2022

SUMMARY:
The Compliance Officer is primarily responsible for leading all fiscal and administrative compliance management duties and overseeing tasks as it relates to the internal operational metrics and Florida Consortium of Urban Leagues which is comprised of nine entities, including Broward County. This position is responsible for Fiscal and Administrative compliance with procurement, vendor and sub-contracts in addition to Federal, State, County and Private contracts in areas related to education, healthcare, small business and workforce development. Responsibilities include engaging and interacting with consortium’s staff and consultants, ULBC staff, the Office of the Attorney General and the United States Department of Health and Human Services.

CORE DUTIES AND RESPONSIBILITIES include the following (Abbreviated):

**General Administration**
- Collaborates with the VP of Finance & Administration to create a strategic plan and implement approaches to achieve it.
- Responsible for affiliate engagement and serves as a conduit to manage annual implementation plans and ensure billing and reporting requirements are met timely.
- Ensure all administrative documents required to maintain 501C3 and Good Standing statuses are submitted timely.
- Direct organization procurement compliance to ensure due diligence and alignment with the Code of Federal Regulation

**Revenue Cycle Management**
- Provides contractual guidance/counsel to consortium program management staff.
- Maintains a working knowledge of all assigned contracts, including but not limited to contractual and compliance requirements, budget, outputs, and outcomes.
- Develops and implements compliance documentation.
- Ensures accurate and timely completion of invoices due to funding entities; ensure timely submission of the same.
- Effectively manages AR aging to ensure 95% collection within 30 days.
- Maintains a comprehensive and complete status of billing and invoices to fund providers.
- Develops, negotiates, and manages subcontracts and corresponding amendments.
- Reviews of all subcontractor deliverables and compiles consortium wide deliverables for presentation to and approval by the Office of the Attorney General.

**Quality Assurance and Reporting**
- Reviews outcome reports for benchmarks.
- Reviews monthly invoices for accuracy before final approval by the VP of Finance and Administration or Finance Director.
- Develop, coordinate and manage random sampling of documentation to ensure alignment with policies and procedures, contractual requirements, HIPPA, PII, NUL, DEO, OAG, DOE, DOH and DOL.
- Ensures all monthly, quarterly and annual reports are submitted timely to funders and internal leadership.
- Performs administrative quality assurance for internal operational metrics and communicate results to supervisor.

**Education and Experience**
Bachelor's Degree in Business, Finance or similar discipline from a four-year college or university; or an Associate’s Degree in Business, Finance or similar discipline with 5 years related experience or a combination of education and ten years related experience and/or training. Must have 3 years non-profit experience.

**Other Skill, Abilities and Qualifications**
- Vast knowledge of HIPPA, Personal Identifiable Information (PII) and Code of Federal Regulation (CFR) compliance.
- Healthcare revenue management to include contract negotiation, billing and invoicing and reporting compliance experience.
- Excellent organizational skills and attention to detail.
- Excellent project management skills.
- Self-starter who can move complex projects forward without heavy oversight.
- A solutions-based mindset and approach.
- Flexible, adaptable, and willing to pivot on short notice to meet the organization’s needs.
- Proficient with Microsoft Office Suite and Data Management Systems.
- Excellent ability to express ideas clearly in both written and oral communication skills.
- Must have an excellent command of the English language.
- Ability to exercise sound judgement with established guidelines.
- Excellent time management skills with a proven ability to meet deadlines.
- Must have high Emotional Intelligence (EI) and comfortable working in a fast-paced environment, sometimes under pressure, while remaining flexible, proactive, and efficient.
- Must be able to work evenings and weekends as business needs warrant.
- Must work effectively with persons of all ages and diverse backgrounds, skills and abilities.

Other
- Must have a valid Florida driver’s license and reliable transportation.
- Must pass a Level 2 background and drug screening.

Submit Cover Letter and Resume to:

hiring@ulbcfl.org

THE URBAN LEAGUE OF BROWARD COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER