



Urban League of Broward County

Contractor Opportunity

Job Description

Title: Compliance Contractor
Department: Finance and Administration
Supervisor: Vice President of Finance and Administration
Revision Date: May 2020

SUMMARY:

The **Compliance Contractor** will directly manage the contractual compliance of DEO agreement. Responsible to ensure compliance standards are met for the Entrepreneurship Center as well as other local Urban League Affiliates to ensure top quality service standards are met.

DESCRIPTION OF CONTRACTOR'S SCOPE OF RESPONSIBILITIES AND SERVICES

- Audit Outcome Tracker system for client data entry compliance regarding demographic and outcome data in alignment with DEO ROI report
- Work with Data Integrity Manager to QA Billing data on a weekly basis for each affiliate on the DEO Contract; Follow up with affiliate staff to cure data compliance challenges
- Create new standard reports for period review of system data in alignment with DEO contract
- Segregate affiliate Outcomes Tracker data entry to ensure accurate reporting
- Update the team members on current findings
- Support the VP of Finance & Administration as it relates to the loan funding

EXPERIENCE

- Must be able to demonstrate an expertise in DEO Financial Compliance Management or similar discipline.
- Experience with loan fund accounts
- Experience with Entrepreneurial startups and the requirements

OTHER SKILL, ABILITIES, AND QUALIFICATIONS:

- Outstanding organizational skills
- Must work effectively with persons of all ages and diverse backgrounds, skills and abilities.
- Knowledge and ability to work with financial information.
- Must be technology savvy with a personal computer using Microsoft Office Suite.
- Ability to understand data and outputs
- Ability to balance the needs and expectations of multiple constituents.
- Positive and team-oriented attitude.
- Experience working with disadvantaged populations

Other

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

If interested in being considered for the position:

Submit Cover Letter and Resume to:

HIRING@ULBCFL.ORG

THE URBAN LEAGUE OF BROWARD COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER