



ST. CROIX 116 King Street, Frederiksted, VI 00840
 (340) 773-6499 FAX (340) 773-7701

ST. THOMAS 8000 Nisky Shopping Center, Suite 620, St. Thomas, VI 00802
 (340) 714-1700 FAX (340) 777-1103

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DIRECTOR, COMPLIANCE

JOB CLASSIFICATION	DIRECTOR, COMPLIANCE
CLASSIFICATION	UNCLASSIFIED, NON-UNION
SALARY RANGE	\$89,000
DEPARTMENT	EXECUTIVE
DISTRICT	ST. CROIX
REPORTS TO	MANAGING DIRECTOR, ECONOMIC DEVELOPMENT
LAST UPDATED	FEBRUARY 2024
<p>JOB DESCRIPTION SUMMARY</p> <p>Under the direct supervision of the Managing Director, Economic Development, this position leads, plans, directs, coordinates and drives all activities of the Economic Development Commission (EDC) Compliance Division to ensure compliance with Federal and Local Law, regulations and standard operating procedures. Also, supervises and reports activities to the appropriate internal and external stakeholders to minimize legal risks by understanding current and proposed legislation, enforcing regulations, recommending new procedures, and complying with legal requirements.</p> <p>Essential Functions</p> <p>Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p> <ul style="list-style-type: none"> • Establishes compliance standards and designs improvements to internal control structures. • Contributes to the development or implementation of business unit strategic and operating plans. • Ensures timely completion of annual compliance reviews to ensure that Beneficiaries comply with their contractual agreement. • Minimizes legal risks by understanding current and proposed legislation, enforcing regulations, recommending new procedures, and complying with legal requirements. • Responds <ul style="list-style-type: none"> • to regulatory agencies regarding requirements of EDC Beneficiaries. • Directs the preparation and submission of reports or correspondence. • Reviews all materials to ensure timeliness, accuracy, comprehensiveness, or compliance with regulatory standards. • Implements plans for the preparation and submission of Compliance reports. • Manages activities such as audits, Beneficiary site visits and orientations. • Formulates or implements policies and procedures to ensure that compliance is maintained or enhanced. 	



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UNITED STATES VIRGIN ISLANDS
Economic Development Authority www.USVIEDA.org

- Reviews and recommends changes and implements amendments to relevant sections of law and rules and regulations governing the Economic Development Program (Title 29 Chapter 12 of the Virgin Islands Code).
- Reviews materials such as marketing literature or user manuals to ensure that agency requirements are met.
- Communicates regulatory information to stakeholders and ensures that information is interpreted correctly.
- Presents to the Executive and Legislative Branches of governments on program.
- Maintains good customer relations with clients by coordinating and hosting the annual Beneficiary Summit.
- Investigates complaints and prepares documentation for reporting to applicable parties.
- Supervises and trains staff in regulatory policies or procedures.
- Reviews contract bid proposals through the competitive bidding process and monitors contractor progress to meet agency goals.
- Establishes procedures or systems for publishing document submissions in hardcopy or electronic formats.
- Develops relationships with federal or local regulatory agencies to facilitate the administration of the program.
- Establishes regulatory priorities or budgets and allocates resources and workloads.
- Evaluates new software systems to ensure efficiency and productivity.
- Review reports and recommendation for penalties/fines to be assessed for non-compliance by Beneficiaries.
- Presents findings and recommendations for action by the Governing Board.
- May represent agency on major policy matters or decisions regarding programs.
- Performs other duties as assigned.

COMPETENCIES

- High Degree of Confidentiality.
- Sound Judgement and Decision Making.
- Communication Proficiency to include written, oral and presentation skills.
- Initiative.
- Time Management
- Technical Capacity.
- Personal Effectiveness/Credibility.
- Thoroughness.
- Collaboration Skills.
- Personal credibility and integrity.
- Strong work ethic.
- Ability to self-start.



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- Ability to work under tight deadlines and high-stress situations.
- Ability to multitask and prioritize work assignments.

SUPERVISORY RESPONSIBILITY

This position has supervisory responsibilities.

WORK ENVIRONMENT

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, fax machines and other office equipment as applicable.

PHYSICAL DEMANDS

This is a sedentary role; however, some stooping, walking, lifting, typing, talking, hearing, seeing, repetitive motions as necessary. This may require the ability to lift up to 20 to 50 pounds of force.

POSITION TYPE AND EXPECTED HOURS OF WORK

This is a full-time position. Days and hours of work are Monday through Friday, 8:00 a.m. to 5:00 p.m.

TRAVEL

Travel is required for this position.

REQUIRED EDUCATION AND EXPERIENCE

- Bachelor’s degree in Business Administration, Accounting, or related field and at least 5-10 years of relevant experience.
- Must have the working experience to analyze and interpret tax documents and financial reports and other information financial.
- Proven leadership abilities to include change management.
- Strategic decision-making and analytical skills.
- Visionary leadership.
- Ability to effectively communicate and present information to persons of various ranks and levels.
- Ability to use good judgement and high ethics.
- Ability to comprehend and apply rules and regulations and laws.
- Demonstrated communication (oral and written), analytical, interpersonal, and organizational skills.
- Proficiency with Microsoft Application Suite: Word, Excel, and PowerPoint etc.

PREFERRED EDUCATION AND EXPERIENCE



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- Master's degree in Business Administration, Accounting or related field and at least 5-7 years of compliance-related experience.
- Certified Public Accountant (CPA)

ADDITIONAL ELIGIBILITY QUALIFICATIONS

None

AFFIRMATIVE ACTION PLAN (AAP)/EQUAL EMPLOYMENT OPPORTUNITY (EEO) STATEMENT

All employment decisions shall be made without regard to race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), parental status, national origin, age (40 or older), disability, military service, genetic information (including family medical history), or political affiliation or other non-merit-based factors.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

To apply, submit the following:

- 1) Letter outlining your interest and qualifications for the job; and
- 2) Resume

To ensure full consideration, all required documentation must be received by 4:00 p.m. (AST) April 12, 2024. Send documentation via email (.pdf) to Human Resources at:

HR@usvieda.org

The position will remain open until filled. Submissions that do not include the requested documents will not be considered. USVIEDA will only contact applicants selected for interview. Any applicant who needs a reasonable accommodation shall advise the Human Resources department at the email above.