



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

www.USVIEDA.org

COMPLIANCE OFFICER I

JOB CLASSIFICATION	COMPLIANCE OFFICER I
CLASSIFICATION	CLASSIFIED, UNION
SALARY	\$49,101.88 - \$51,085.60
DEPARTMENT	EDC – COMPLIANCE
DISTRICT	ST. THOMAS
REPORTS TO	SENIOR COMPLIANCE OFFICER
LAST UPDATED	MARCH 23, 2022
JOB DESCRIPTION SUMMARY	
<p>Under the direct supervision of the Senior Compliance Officer, this position observes compliance activities of tax exempt eligible companies under the EDC programs and of Beneficiaries and Eligible Virgin Islands Suppliers. Additionally, maintains records and conducts site visits.</p>	
ESSENTIAL FUNCTIONS	
<p>Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p> <ul style="list-style-type: none"> • Maintains records of and examines the accuracy of required reports in accordance with EDC Rules and Regulations. • Maintains database and logs, performs annual review, and files quarterly and semi-annual reports. • Prepares EDC report cards. • Generates EDC Beneficiary wage analysis Report and Cost Benefit analysis. • Performs routine audits of Beneficiaries and performs annual compliance reviews on active and inactive beneficiaries pending final reviews. • Conducts site and oral interviews with Beneficiaries. • Assists the Senior Compliance Officer in conducting orientation meetings. • Performs other duties as assigned. 	
COMPETENCIES	
<ul style="list-style-type: none"> • Technical Capacity. • Personal Effectiveness/Credibility. • Thoroughness. • Collaboration Skills. • Communication Proficiency. • Flexibility. 	
SUPERVISORY RESPONSIBILITY	
<p>This position has no supervisory responsibilities.</p>	



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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 not a sedentary role; however, some stooping, walking, lifting, typing, talking, hearing, seeing, repetitive motions as necessary. This would require the ability to lift up to 20 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 expected for this position and may account for approximately 25% of the work time.

REQUIRED EDUCATION AND EXPERIENCE

- Bachelor's degree in related fields and at least 2-3 years of compliance experience;
- Demonstrated communication (oral and written), analytical, interpersonal, and organizational skills.
- Interviewing skills, professionalism and good customer service skills.
- Knowledge and interpretation, and participation in EDC procedures.
- Proficiency with Microsoft Application Suite: Word, Excel, and PowerPoint etc.
- Ability to identify needed resources to accomplish results.
- Ability to relay information in a clear concise manner; ability to make presentations.
- Ability to work under pressure, tight deadlines and at time high stress situations.
- Ability to prioritize work and assignments.

PREFERRED EDUCATION AND EXPERIENCE

- Master's degree in Business Administration, Accounting, Economics or related field.
- Finance, Economics, business operations, and industry standards experience.
- Compliance certification.
- Experience or educational background in public speaking.
- Experience or educational background in Tax Accounting and or Financial Auditing.

ADDITIONAL ELIGIBILITY QUALIFICATIONS

None



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

It is the policy of Economic Development Authority (EDA) not to discriminate against any employee or any applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability, sexual orientation or national origin.

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.

How to Apply

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) Friday, February 10, 2023**. 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.