



JOB TITLE: Compliance Officer I (St. Thomas)

VACANCY ANNOUNCEMENT

Classification

Classified, Union

Salary Range

\$ 46,763.70 (EDA05 – Step 1)

Department

EDC - Compliance

Status

Full Time

Reports to

Senior Compliance Officer

Location

St. Thomas

Date

September 19, 2019

JOB DESCRIPTION

Summary

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.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- 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 Director of Compliance in conducting orientation meetings.
- Performs other duties as assigned.

Competencies

- Technical Capacity.
- Personal Effectiveness/Credibility.
- Thoroughness.
- Collaboration Skills.
- Communication Proficiency.
- Flexibility.

Supervisory Responsibility

This position has no 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 not a sedentary role; however, some stooping, walking, lifting, typing, talking, hearing, seeing, repetitive motions may be required as necessary. This would 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

No travel is expected for this position.

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

- Compliance Certification.
- Experience or educational background in public speaking.
- Experience or educational background in Tax Accounting and or Financial Auditing.

Additional Eligibility Qualifications

No

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, send a letter outlining your interest and qualifications. Include your resume, along with the names, telephone numbers and email addresses for three (3) professional references. To ensure full consideration, all required documentation must be received by **4:00 p.m. (AST)** on **Friday, October 4, 2019**. Send documentation via email (.pdf or MS Word) to Human Resources at the following email:

hr@usvieda.org

The USVIEDA will only contact applicants selected for interviews. Any applicant who needs a reasonable accommodation shall advise the Human Resources department at the email above.
