



COMPLIANCE OFFICER I

JOB CLASSIFICATION	COMPLIANCE OFFICER I
CLASSIFICATION	CLASSIFIED, UNION
SALARY GRADE	EDA05
SALARY	\$52,588.11— 554,712.67
DISTRICT	ST. THOMAS/ST. CROIX
REPORTS TO	SENIOR COMPLIANCE OFFICER
LAST UPDATED	JUNE 2024

JOB DESCRIPTION SUMMARY

Under the direct supervision of the Senior Compliance Officer, this position coordinates efforts associated with the preparation of regulatory documents or submissions; performs compliance reviews, evaluates and analyzes records and collects data of tax-exempt eligible companies under the VIEDC programs and of Beneficiaries. Additionally, this position maintains records, conducts site visits and advises management on possible risk factors.

ESSENTIAL FUNCTIONS

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

- Manage assigned Beneficiary portfolio to include preparing responses to client requests for information.
- Maintains database, logs, and files quarterly, semi-annual and annual reporting of Beneficiaries.
- Performs routine audits, cursory quarterly reviews and prepares annual VIEDC compliance reports on audit findings of Beneficiary activities to determine compliance with certificate requirements, EDC Rules and Regulations and laws.
- Collect and analyze data to detect, report and notify Management and Beneficiaries of deficient controls, fraud, or potential non-compliance with laws, regulations, and management policies.
- Communicates with regulatory agencies regarding Beneficiaries' compliance with laws, rules and regulations.
- Prepares report to Board of Directors on audit findings and recommendations to resolve non-compliance.
- Prepares recommendations to Board of Directors for petitions for waivers, extensions suspensions, or termination of benefits.
- Notify Beneficiaries on the assessment of fines due to late reporting.
- Conducts Beneficiary orientation meetings to inform clients on program laws, rules, regulations and conditions for non-compliance.
- Conducts oral interviews and/or site visits with Beneficiaries to inspect records and/or property in accordance with Compliance audit, received complaints or general client care visits.



- Prepares EDC report cards.
- Generates EDC Beneficiary wage analysis Report and Cost-Benefit analysis and prepares other statistical reports.
- Performs other duties as assigned.

COMPETENCIES

- Technical Capacity.
- Critical Thinking
- Analytical Skills.
- Judgement and Decision Making.
- High Degree of Confidentiality.
- Time Management.
- Personal Effectiveness/Credibility.
- Thoroughness.
- Collaboration Skills.
- Communication Proficiency (Written and Oral).
- 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 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

- Associate's degree in Business Management, Accounting, or related fields or at least 5 years of relevant experience or a combination of education and experience;
- Demonstrated communication (oral and written), analytical, interpersonal, and organizational skills.
- Interviewing skills, professionalism and good customer service skills.



- Proficiency with Microsoft Application Suite: Word, Excel, and PowerPoint etc.
- Ability to relay information in a clear concise manner.
- Ability to make presentations.
- Ability to work under pressure and meet tight deadlines.
- Ability to prioritize work and assignments.

PREFERRED EDUCATION AND EXPERIENCE

- Bachelor's Degree in Business Management, Accounting, Finance, Economics or related field.
- Knowledge in fields of Finance, Economics, and Compliance industry standards experience.
- Compliance certification.
- Experience or educational background in Tax Accounting, Financial or Compliance Audit.

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.

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, April 24, 2026**. 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.