

*Young Women's Christian Association
of
Greater Pittsburgh*

JOB DESCRIPTION

JOB TITLE: Compliance Manager

Reports to: Director of Financial Services

FLSA Classification/Job Grade: Exempt **Grade: 8 Hiring Range - \$35,708- \$41,064**

Department: Financial Services

JOB SUMMARY:

Conduct compliance audits of YWCA Greater Pittsburgh programs to ensure proper internal controls, compliance with procedures, regulations, standards and contracts. Serve as lead compliance officer. Responsible for monitoring the financial and program aspects of all YWCA awarded contracts. Assist with grant reporting and compliance. Assist with year-end audit schedules and reporting.

MINIMUM QUALIFICATION:

Bachelor's Degree in Business or Accounting with a minimum of one (1) year relevant experience OR equivalent combination of education and experience in Business or Accounting. Supervisory experience preferred.

KNOWLEDGE AND SKILLS:

Assess program risk by performing audit/compliance review and make recommendations by using logic to identify key facts, explore alternatives and propose quality solutions. Communicate with others clearly, concisely and effectively in written and oral format. Review and edit documents for accuracy and completeness. Working knowledge of excel, knowledge of fund accounting; excellent analytical and problem solving skills, effective personal and interpersonal communication skills, independent, self-motivated and the ability to work with minimum supervision. General knowledge of non-profit grants and reporting helpful.

ESSENTIAL RESPONSIBILITIES:

- Reviews and maintains documentation such as letter of agreements, contracts, forms and miscellaneous approval documents.
- Conducts program compliance audits including determining nature, scope and direction of the audits; reviews information, identifies potential issues, schedules audit review, prepares work papers, etc.
- Drives change and awareness of financial policies and procedures including training and education of agency staff to ensure compliance.
- Convenes department compliance staff to ensure that uniformity of practices and procedures.
- Audits and reviews programs, systems and practices to ensure compliance with procedures, regulations and standards; recommending solutions where applicable.
- Processes, assists with and prepares correspondence, reports and other materials as necessary for the YWCA of Greater Pittsburgh management.

- Verifies, calculates and processes grant awards and payments associated with YWCA contracts.
- Maintains an accurate grant award database and conduct periodic grant recipient site visits to perform internal control monitoring activities.
- Manage and complete technical accounting projects
- Performs activities in compliance with GAAP and GAAS.
- Maintains good interpersonal communication necessary to maintain a cooperative working relationship both internally and externally to the organization.
- Must maintain a high level of confidentiality when working with sensitive and personal client, vendor, employee and contract information.
- Must effectively deal with sensitive information and occurrences.
- Will work in conjunction with co-workers and management to achieve Affirmative Action goals.
- Position requires travel between sites.
- Promotes and supports the mission, imperative, values and goals of the YWCA maintaining high performance standards.
- Participates in YWCA professional development opportunities successfully implementing new skills, knowledge and procedures.
- Perform other such duties assigned within the scope of the Financial Services Department.

EFFECTIVE DATE: 4-1-2011

Signature

Date

Key:

GAAP – Generally Accepted Accounting Principles

GAAS – Government Accounting and Auditing Standards