



SHARON R. BOCK
Clerk & Comptroller
Palm Beach County

**CLERK & COMPTROLLER, PALM BEACH COUNTY
CLASS DESCRIPTION**

CLASSIFICATION TITLE: COMPLIANCE ANALYST, SENIOR

GENERAL DESCRIPTION OF DUTIES

Under direction, the purpose of this position is to perform advanced analytical work handling a variety of Payables support functions within the Finance department. Areas of assignment include, but are not limited to, pre-auditing, contracts and grants, and reconciliations. Incumbents ensure compliance with applicable regulatory standards, generally accepted accounting principles, and approved policies and procedures. Essential functions, as outlined herein, are performed in accordance with the established productivity standards for the function of assignment.

SPECIFIC DUTIES AND RESPONSIBILITIES

EXAMPLES OF ESSENTIAL FUNCTIONS

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

Analyzes, reviews, and audits items specific to assigned area for accuracy, regulatory compliance and/or adherence to policies and procedures, i.e., payroll changes, payroll deductions, W-2 reports, 1099 reporting, contracts, resolutions, reconciliation reports, agreements, grant reimbursements, payment requests, resolutions, cash balances

Ensures compliance with special tax revenue ordinances regarding the appropriate use/purpose, accounting and reporting of same

Explains, applies, and interprets rules, regulations, procedures, policies, and precedents in a clear and concise manner, verbally and in writing; performs complex research, maintains and regularly updates any internal policies and procedures

Works collaboratively with and provides assistance to both internal and external auditors, i.e., responding to inquiries, providing relevant business analysis related data

Handles all records request relevant to Payables, i.e., communicates with internal and external customers, redacting sensitive information

Performs complex research and analysis, i.e., out of balance conditions, contract/grants agenda item inconsistencies, account discrepancies; reviews performance; follows up as directed

Establishes and maintains all necessary contract encumbrances, amendments; communicates updates with staff

COMPLIANCE ADMINISTRATOR

Regularly update, maintain and file executed contracts and amendments; create and regularly update contract summaries

Develops and maintains contract and agreement checklist for program and regulatory changes to ensure compliance and accountability; develops a timeline for review of contract items

Maintains a comprehensive, current knowledge of applicable laws/regulations; maintains an awareness of trends and developments in governmental auditing and governmental accounting principles and practices

Maintains established organizational/departmental productivity standards

Safely and successfully performs essential job functions consistent with the ADA, FMLA and other federal, state and local standards, including meeting qualitative and/or quantitative productivity standards

Maintains reasonably regular, punctual attendance consistent with the ADA, FMLA, other federal, state and local standards and the organization's attendance policies and procedures

Comes to work and works the regular schedule and shift for the position

Complies with all personnel policies and procedures

MARGINAL FUNCTIONS

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

Provides customer service using multilingual skills as the need arises, if applicable

Performs related duties as directed

MINIMUM TRAINING AND EXPERIENCE

Bachelor's degree in Finance, Accounting, Business Administration or a related field, supplemented by 3 years of recent and relevant experience provides broad knowledge of public finance administration, automated financial systems and regulatory standards regarding administration of public funds is required; or an equivalent combination of education, training and experience. Experience with government contracts/agreements and/or coursework in Paralegal studies is preferred.

ADA COMPLIANCE

Physical Ability: Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects of light weight (5-10 pounds).

Sensory Requirements: Tasks require visual perception and differentiation. Tasks require oral and written communications ability.

Environmental Factors: Tasks are regularly performed without exposure to adverse environmental conditions.

COMPLIANCE ADMINISTRATOR

The Clerk & Comptroller, Palm Beach County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Clerk & Comptroller, Palm Beach County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I can perform this job with or without a reasonable accommodation. Yes No

I would like to request a reasonable accommodation. Yes No

**If yes, you will be contacted by the Benefits Administrator to begin the interactive dialogue process.*

All job descriptions are subject to revision and amendment. I have received a copy of this job description and am fully aware of the expectations of the job.

Employee Signature Date

Printed Name Department