



CHIEF COMPLIANCE OFFICER

POSITION SUMMARY

Goodwill San Antonio's Chief Compliance Officer is responsible for ensuring the Agency's activities are conducted in accordance with all applicable laws, regulations, policies, procedures and practices. This position will serve as the ethical authority of the Agency, upholding the values of the Agency and best practices put forth by regulatory agencies. Working in conjunction with executive and Board leadership this position designs, implements and maintains all areas of Agency accountability to formal Compliance Program. Chief Compliance Officer proactively mitigates Agency risk by ensuring regulatory compliance and maintenance of accreditations. Key areas of compliance oversight include 501(c)(3) status, contracts, grants, internal and external audits, regulatory and legal requirements, licensing and accreditations, employment law. Support the organization in its mission to help change lives through the power of work.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Working in conjunction with executive and Board leadership this position designs and implements a formal Agency-wide compliance program. Builds strong positive, but independent, working relationships with all levels of the organization to lead the development of ethical culture throughout the Agency.
2. Reviews, formulates and communicates Agency policies and procedures and establishes controls that drive prevention and detection of violations of laws and regulations to mitigate Agency risk to every extent possible. Monitors regulatory environment and developments, and acts as primary liaison with regulatory agencies and auditors and external subject matter experts, to stay informed of changes in federal, state, regional and local applicable regulatory requirements.
3. Provides legal review of government contracts under the Service Contract Act, regulatory review under the requirements of Workforce Commission for a large post-secondary education institution, and compliance grant requirements. Ensures compliance with terms of all contracts and grants.
4. Reviews and provides guidance and recommendations on all contracts, contract renewals and change requests to which the Agency is a party. Proactively monitors contract compliance and reports findings and recommended corrections as necessary. Tracks and maintains inspection and site visit schedules.
5. Plans, develops and implements an internal program of audits that evaluate the accuracy of information and internal controls, the degree of internal and external risk, the potential exposure and the degree of compliance with all applicable internal and external guidelines, policies and regulations. Prepares detailed management reports on audit findings, recommendations for improvements and corrective actions planned to mitigate risk. Follows-up on audit recommendations to assure correction of deficient or exposed areas.
6. Initiates and oversees independent internal investigation process when there is a violation or suspected violation of a regulation, policy, rule or procedures under the purview of this position. Reports findings in a prompt and thorough manner to CEO and other executive or Board committee as required. Creates plans for corrective action and follows up with responsible parties within the Agency to report on corrections implemented to avoid future risks.
7. Develops, initiates, maintains and oversees and monitors on a consistent and regular basis the organization's Compliance Program, including all internal and external monitoring, internal auditing, investigative and reporting processes, procedures and systems.
8. Works closely with senior financial and human resources executives to monitor and maintain compliance with all applicable laws and regulations related to employment, financial management, charitable donations and all fiduciary responsibilities.
9. Serves as the organization's primary point of contact for all compliance issues, including scheduling meetings, reporting on activities and making recommendations to the President/CEO, Board of Directors and any related committees.

10. Provides direction and management of ethics and compliance hotline submission responses. Develops policies and programs that encourage staff to report suspected fraud or ethics violations without fear of retaliation, to include incentives as appropriate.
11. Participates in the process of accreditation approval, ensuring all required documentation is presented to support submissions, visits, responses and change requests.
12. Develops, coordinates and participates in delivery of training programs to ensure employees are knowledgeable of and comply with pertinent regulatory standards and compliance policies.
13. Prepares, submits and presents periodic reports to the CEO/President and the Audit and Compliance Committee of the Board of Directors as may be required to provide clear communication to the organization's leadership for corporate compliance oversight.

REQUIREMENTS

- Bachelor's degree in contracts management, public policy or related field. JD and/or Master's (MBA) strongly preferred.
- 10 - 15 years in corporate, non-profit or public entity compliance responsible for all business areas; maintaining federal contract compliance; negotiating complex agreements and business transactions
- Prior role as general counsel and/or Chief Compliance Officer for large, complex organization
- Non-profit experience a plus
- Excellent written and verbal communication skills with ability to effectively collaborate
- Advanced skills in MS Office-Word, PPT, Excel, and applicable databases.

FLSA STATUS: EXEMPT
JOB GRADE: 45
BUSINESS UNIT(S): SUPPORT SERVICES
JOB CODE: CCO

For consideration and submission of your CV/Resume, please contact:

Melissa Curiel

Director/Talent Acquisition

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View Goodwill Career Opportunities/To Apply: www.goodwillsa.org/careers-center