

COMMUNITY ACTION PARTNERSHIP OF WESTERN NEBRASKA  
Job Description

Date: July 2010  
Exposure Category: 3

Salary Grade: 13-14  
Chart: 6

Job Title: Corporate Compliance Officer

Reports to: Executive Director

**Areas of Responsibility:** Principal authority and responsibility for the development, implementation, oversight and evaluation of all aspects of Community Action Partnership of Western Nebraska compliance program to ensure adherence of the agency's policies and procedures to federal and state laws and regulations; investigate illegal and unethical conduct.

**Major Duties:**

1. Oversee and monitor the development and implementation of the compliance program.
2. Examine established policies, procedures and practices to ensure compliance with laws and regulations.
3. Direct methods to improve efficiency and quality of services and to reduce vulnerability to fraud and abuse; ie conduct periodic audits, developing effective lines of communication on compliance issues with directors of programs, and preparing, maintaining, implementing and disseminating written practice standards and procedures
4. Stays abreast of changes to federal and state laws and regulations, updating compliance program in light of changes in law standards and procedures of non profits.
5. Coordinates, supervises and supports agency's compliance-related programs, such as compliance training for employees, board members, consultants, contractors and volunteers, compliance testing and reporting, disaster recovery, contingency planning and record warehousing and destruction.
6. Ensure that all current and perspective board members and staff have been checked against the Department of Health and Human Services, Office of Inspector General's List of Excluded Individuals and Entities, and the General Services Administration's Excluded Parties List System.
7. Investigating, independently or with qualified legal counsel, and acting on any report or allegation of unethical or improper conduct or business practices and implementing and monitoring appropriate corrective action and/or subsequent compliance.
8. Directing the implementation of corrective actions in response to reports or findings of potential non-compliance, including conferring with Human Resource Director regarding the enforcement of disciplinary action.
9. Reporting information on the activities of the compliance program to Executive Director and Board of Directors.
10. Other duties as assigned.

**Minimum Qualifications:**

**Grade: 13**

1. Bachelors Degree in Business Administration or a related area
2. Four (4) years experience in Business, Program, or Grants management.
3. Knowledge of local, state, and federal funding, grant requirements and non-profit requirements.
4. Knowledge of accounting practices
5. Ability to work within the broad framework of the health and human services programs.
6. Ability to work with a broad spectrum of persons including professionals and lay persons.
7. Emotionally mature, stable, tactful and able to provide professional leadership and supervision.
8. Ability to communicate verbally and in writing in a clear and concise manner.
9. Demonstrated management and communication skills.
10. Age 21 or above.
11. Valid driver's license with good driving record and insured vehicle available.

**Grade: 14**

1. Meet the qualifications above and
2. Six (6) years experience in Business, program or grants management and corporate compliance.

Approved by Human Resource Director: \_\_\_\_\_ Date \_\_\_\_\_

Approved by Program Director: \_\_\_\_\_ Date \_\_\_\_\_