



TITLE:

Chief Compliance Officer

DEPARTMENT: Office of the Financial Secretary

PRIMARY LOCATION: Memphis, TN – Onsite

REPORTS TO:

EMPLOYMENT STATUS: Full-Time (35-40 Hours)

FLSA STATUS: Salaried Exempt

ESTIMATED PAY RANGE: \$75,000 - \$90,000 Annually

JOB SUMMARY/OBJECTIVE

The Chief Compliance Officer (or Corporate Compliance Officer) is responsible for overseeing the Church's compliance with government laws and regulations. Their duties include coordinating with the Church's Executive Leadership (to include National, Departmental and Subsidiary) to identify potential risks, implementing policies and procedures to uphold laws and regulations by monitoring the Church's adherence to those policies and procedures.

PRIMARY JOB DUTIES: include the following. Other duties may be assigned.

- The Compliance Officer's work will generally require identifying and eliminating the risks of noncompliance, both externally and internally, to include:
- Develops and maintains internal Church-wide operational policies and seeing to it they are followed ensuring that they are followed under federal and state compliance requirements.
- Working to determine that the Church has a clearly defined program for complying with Federal and State laws. The Compliance Officer, as required, will work to cultivate, update and improve upon any elements of this compliance program.
- Continually reports to the appropriate Church leadership all concerns with compliance violations.
- Taking appropriate action in dealing with noncompliance situations; creating realistic plans to overcome them.
- Conducts regular operational and process audits to identify any potential weaknesses, risks, and noncompliance situations.
- Communicating with Church Leadership, Officials, Departmental Heads and employees to confirm that all levels are aware of what is required of them to comply with internal and external laws and current regulations.



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.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

TECHNOLOGY/COMPUTER SKILLS:

To perform this job successfully, an individual should have skilled knowledge of Microsoft Word; Microsoft Excel; Microsoft PowerPoint, and Microsoft Outlook.

EDUCATION & EXPERIENCE:

- **Minimum Experience:**
 - 2-3 Years' professional experience in working for a non-profit organization.

- **Minimum Education:**
 - Bachelor's Degree in Criminal Justice, Finance, Law or Business.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must occasionally lift and/or move up to 20 pounds. While performing the duties of this job, the employee is regularly required to use hands and talk or hear. The employee is frequently required to sit. The employee is occasionally required to stand; walk and reach with hands and arms.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually low to moderate noise. Office work environment.

The company is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable

Please submit resumes to hr@cogic.org