



Delores Barr Weaver Policy Center Position Description

Position Title: Compliance Manager

To apply, send resume and cover letter to careers@seethegirl.org, with subject line "Compliance Manager."

Purpose of Position

The Compliance Manager is responsible for ensuring compliance with grant and licensing requirements and state and federal regulations. Responsibilities include monthly and annual reporting to funding entities and compiling and submitting grant invoices with supporting documentation. The individual filling this position will be expected to proactively update leadership on grant payments, staff compliance with training requirements, and changes to grant contracts.

Essential Functions

- Serve as internal expert on grant contracts.
- Serve as primary contact for managing entities.
- Maintain calendar of grant reporting requirements and timelines; gather documents and submit reports as needed to meet deadlines set by funders.
- Work with Director of Clinical Services, Finance Manager, and Personnel Specialist to ensure compliance with requirements for grants and agency licensure; ensure that screenings and trainings are properly documented.
- Ensure that staff have access to up-to-date information on resources for providing services to individuals who need accommodation in order to participate in programming.
- Submit monthly invoices to grant funders; collect and submit documentation required to support invoices.
- Monitor spending and documentation for compliance with grant contract obligations.
- Work with funding entities to negotiate contract terms.
- Work with Director of Clinical Services to ensure that grant assignments maximize billing opportunities.
- Coordinate preparation for monitoring visits.
- Provide training to direct service staff on entering client info into systems and properly documenting contacts.
- Act as HIPAA compliance officer.
- Oversee implementation of information security initiatives.
- Serve as backup for select financial management functions.

- Serve as backup on payroll and bookkeeping functions and assist with financial management as necessary.

Required Knowledge, Skills, and Abilities

Organizational:

- Understanding of Girl-Centered Principles – Understands girl-centered principles and is willing to grow in knowledge of these principles
- Growth-Mindset – Receptive to feedback, willing to learn, embraces continuous improvement
- Solution-Oriented – Brings possible solutions when presenting obstacles or challenges to supervisor
- Collaborative – Seeks input and buy-in from girls, teammates, and external partners as appropriate

Individual:

- Excellent organizational skills with demonstrated ability to execute projects on time
- Ability to multi-task and handle multiple projects at any given time
- Strong analytical and problem solving skills
- Attention to detail
- Strong written and verbal communication

Supervisory Responsibility

None.

Required Education and Experience

- Bachelor's degree
- 4 years' related experience

Individuals with an equivalent combination of education and experience may be considered for the position.

Preferred Education and Experience

- Master's degree
- Experience in quality assurance and/or grants management

Work Environment/Physical Demands

This role routinely uses standard office equipment such as computers and phones and transports supplies such as books, art materials, and food.

Position Type/Expected Hours of Work

This is a full-time position. The nature of the work occasionally requires employee engagement outside of traditional office hours.

Travel

This position requires occasional travel throughout the Jacksonville metro area and surrounding counties.

The individual who fills this position must have a valid driver's license and will be required to maintain personal auto liability insurance while employed with the Policy Center.

Work Authorization/Screening Requirements

This employer participates in E-Verify. Upon offer and acceptance of employment, DBWPC will provide the federal government with the hired individual's Form I-9 information to confirm that the individual is authorized to work in the U.S.

The employee who fills this position is required to complete fingerprint-based AHCA Clearinghouse background screenings for the Florida Department of Juvenile Justice (Caretaker) and the Florida Department of Children and Families (Mental Health.)

AAP/EEO Statement

The Delores Barr Weaver Policy Center is committed to building a diverse staff that reflects the populations served by its programs. We strongly encourage applications from qualified individuals of color and qualified individuals who identify as lesbian, gay, bisexual, transgender, and/or gender non-conforming.

DBWPC, Inc. is an equal opportunity employer and does not discriminate in the terms, conditions, or privileges of employment on account of race, age, color, sex, religion, national origin, gender, sexual orientation, gender identity, gender expression, marital status, age, veteran status, physical or mental disability, or otherwise as may be prohibited by federal and state law. DBWPC, Inc. complies with applicable federal, state, and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

Other Duties

This job description is not intended to contain a comprehensive listing of the duties and responsibilities that are required of the employee who fills this position. Duties and responsibilities may be adjusted at any time to best fit the needs of the Policy Center.