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# Example of Business Compliance Job Description

Our company is growing rapidly and is looking to fill the role of business compliance. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for business compliance

* Supporting cash Management and responsible from the cash flow report for the relevant entities and Maintain banking relationships
* Managing day to day accounting activities(outsourced) and monitoring tax related issues and legal processes
* Ensure correct and timely local bookkeeping and secure local audit process with no material findings
* Conduct finance process reviews to check the adherence to the Finance processes of the Company
* Prepare monthly reports, budget and Rolling Forecast
* Commenting monthly figures, explaining variances versus previous periods, budget, etc
* Perform root cause analysis on performance, profitability and efficiency to pinpoint areas of improvement on projects
* Close collaboration with China construction and service to follow up on overdue AR
* Work with business to review and minimize the unbilled balance
* Creates and maintains spreadsheets, documents and reports for HCC-related Trainings/ employee certification

## Qualifications for business compliance

* The successful candidate will be practical, diplomatic and professional
* Proven ability to distill complex and varied data into information that can be utilized by the relevant audience
* Ability to organize and lead meetings, interviews or workshops with stakeholders of all seniorities
* Strong proficiency with MS Excel, Word and PowerPoint
* Knowledge of Business Intelligence, Reporting and Data Warehouse solutions and architecture a plus
* Strong team player, self-motivated with high degree of initiative and drive