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# Example of Compliance Administrator Job Description

Our company is looking for a compliance administrator. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for compliance administrator

* Assisting with financial and regulatory reporting duties (including the Sunshine Act and various state filings)
* Performs financial analysis to ensure contracts data is accurately interpreted / documented and prepares statistical trending reports of contractual and system data
* Reviews basic contract and contract modification requirements and ensures contracts system compliance, performing ongoing audits of contract documents
* Works closely with contracts personnel to ensure compliance with contract systems, while assisting off-site personnel in completing system compliance contract administration functions
* Participates in development and implementation of compliance corrective action plans
* Tracks and maintains contracts sustainment actions and other required data
* Resolves complex administrative issues
* Process and monitor KYC new account approvals
* Process and monitor KYC acknowledgement emails to ensure trading is available for specific new accounts
* Set-up Electronic Funds Transfer requests

## Qualifications for compliance administrator

* Must possess strong organizational skills, writing skills, problem-solving, analytical skills and auditing skills in order to ensure compliance within the IT Department
* Deep knowledge of all aspects of Information Technology network, security, programs and operations
* Paralegal Degree, in lieu of a Paralegal Degree, Bachelor’s degree in Finance or Business or equivalent years experience in finance or compliance preferred
* Ability to meet quick deadlines and turnaround times
* Sufficient secretarial experience (essential)
* Sufficient experience in supporting small team (essential)