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# Example of Compliance Consultant Job Description

Our innovative and growing company is hiring for a compliance consultant. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for compliance consultant

* Serve as internal CPE subject matter expert
* Interface with NASBA, AICPA and other agencies and groups
* Co-lead client forum
* Provides strategic direction to the business based on trends and findings derived from the latest AA Plans and EEO-1 reports
* Makes recommendations to implement new HR guidelines, policies or programs relating to existing practices and procedures
* Works closely with the Diversity and Inclusion lead and Councils
* Communicates legislative changes to HR partners and internal stakeholders
* Collaborates with legal counsel and vendors on legislative and/or policy changes resulting in process and/or reporting requirement or protocols
* Develops and designs human resource compliance audits to ensure data integrity
* Maintains an organizational compliance calendar and checklist

## Qualifications for compliance consultant

* Strong quantitative skills, with an ability to transform complex analysis into a written or graphic product
* Advanced knowledge of analytical tools such as SAS and SQL, Microsoft Word/Excel/Power Point, for data extraction and reporting
* Minimum five (5) years of heath care compliance, health care operations (quality, risk, ), audit, finance, project management, regulatory or public policy development, investigations, information security, or insurance/health plan governance experience
* Disseminate to the business
* Assist in implementation of regulatory change affecting NT depositary operations
* Production of regulatory development slides for client MI packs