



# Example of Compliance Intern Job Description

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Our innovative and growing company is looking to fill the role of compliance intern. 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 intern

- Works with Compliance Advisors to ensure proper implementation of business requirements, identify outstanding compliance issues, and gather information for compliance analysis
  - Under direct supervision of management or mentor, administers compliance for routine regulatory requirements and reporting
  - Coordinates and responds to regulatory requirements and routine requests
  - May assist with process re-design, coordination of remediation efforts, and surfacing gaps between written procedures and staff execution
  - Works closely with Compliance Advisors in the development of effective department metrics
  - Provide support to regulatory compliance team in supporting audit responses to the Government
  - Solve chassis weight equations using component and subsystems data to locate center of gravity and weight over individual axles
  - Formulate component spreadsheets of data on front and rear axle moment balances to determine trends and corrective action to achieve a balanced chassis
  - Develop or refine existing component or sub system databases of new technology for weight analysis program
  - Enhance the Test database program to incorporate all of the specifications/ FMEA/ Test Requirements/ FEA documents for future reference
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- Proven ability to work well independently, within a team atmosphere
- Must be currently enrolled as a full-time student, and have completed at least 2 years (4 semesters), in an accredited college or university, working toward a Bachelor's degree in Accounting or other Business degree
- Must have introductory accounting courses completed
- Maintain a minimum cumulative GPA of at least 3.3/4.0
- Assesses methods and channels used by functional staff to communicate with suppliers and both designs and implements improvements in available tools format of materials shared
- Versed at utilizing business drawing applications such as Microsoft Visio