



**COMPLIANCE SPECIALIST
ECONOMIC DEVELOPMENT, REGULATORY AND ASSET MANAGEMENT
JOB DESCRIPTION**

The Compliance Specialist for Economic Development and Regulatory Compliance and Asset Management (“CS EDRAM”) is responsible for managing matters pertaining to compliance by employers, developers, businesses, individuals and other recipients of economic development incentives provided by Invest Atlanta. CS EDRAM also has a significant role in monitoring the regulatory and organizational compliance required of Invest Atlanta in connection with the initiatives and programs Invest Atlanta administers on behalf of other governmental entities and agencies. Under the direction of the Director of Compliance for Economic Development and Regulatory Compliance and Asset Management (“DC EDRAM”), the CS EDRAM is responsible for managing or coordinating with other Invest Atlanta departments/staff for the management of all Invest Atlanta real estate – owned (“REO”) assets.

The CS EDRAM reports directly to the DC EDRAM.

KEY RESPONSIBILITIES

- As assigned by the DC EDRAM or the Vice President and Chief Compliance Officer (the “VP/CCO”), the CS EDRAM will manage aspects of economic development and regulatory compliance in connection with incentive programs offered or administered by Invest Atlanta, including programs administered by Invest Atlanta for or on behalf of other governmental entities. These programs the American Rescue Plan, the Economic Opportunity Fund Program and the Regional Economic Business Assistance Program.
- Work with and provide regular reports to external Federal compliance consultants to ensure business and process alignment for all American Rescue Plan programming. Reports may include ensuring all American Rescue Plan program participants are compliant with program guidelines.
- Support the DC EDRAM and the Compliance Department in responding to audits conducted by federal, state and local agencies, including but not limited to the Internal Revenue Service, Georgia Department of Community Affairs and the City of Atlanta, which audits may relate to economic development programs provided or administered by Invest Atlanta.
- Assist in conducting and managing internal audits of Invest Atlanta departments and programs. Consult with the DC EDRAM on planning ongoing departmental/internal performance audits related to processes and procedures of Invest Atlanta departments.

- Oversee Invest Atlanta's REO assets and present strategies and ideas to the DC EDRAM and the VP/CCO for effective maintenance and/or disposition of Invest Atlanta's REO assets. Site visits are an essential job function which includes bimonthly site visits or as required. Must have reliable transportation, proof of auto insurance (upon request), a valid state-issued driver's license and an acceptable driving history record.
- Administer maximizing revenue, controlling expenses and enhancing value on Invest Atlanta REO assets.
- Oversee the processing of invoices related to Invest Atlanta REO assets.
- Support the Compliance Department in developing an annual budget for operating and capital expenses for Invest Atlanta REO assets and manage compliance with the budget related to Invest Atlanta REO assets.
- Assist in training the Compliance Coordinator and Quality Control Specialist in matters regarding Invest Atlanta REO owned assets and organizational/regulatory compliance.
- Process payment of all taxes required to be paid in connection with Invest Atlanta REO assets.
- Be knowledgeable of Invest Atlanta Intergovernmental Agreements and other Invest Atlanta contracts with other governmental entities to ensure compliance by Invest Atlanta with such agreements and contracts.
- Participate in meetings, site visits or conferences with Invest Atlanta managers, department heads and Executive Staff members pertaining to Invest Atlanta REO asset management strategies. Provide viable recommendations based on discussions, observations and analyses.
- Work with the DC EDRAM, the VP/CCO and other assigned Invest Atlanta staff to discuss risk management involving Invest Atlanta REO assets, including procuring the appropriate levels of insurance coverage to protect Invest Atlanta and its REO assets.
- Constantly interact with the DC EDRAM related to Invest Atlanta's economic development programs to proactively assess and identify regulatory and organizational compliance matters.
- Assist the DC EDRAM with generating reports demonstrating Invest Atlanta's economic development, regulatory and organizational compliance, including Invest Atlanta's compliance with Intergovernmental Agreements to which Invest Atlanta is a party.
- Assist in the preparation of responsive data and information requested by the Marketing & Communications Department relating to economic development and asset management.

- Prioritize and manage multiple complex projects in various stages with aggressive deadlines and timelines.
- Develop business relationships through membership and participations in professional, industry/trade and civic organizations.
- Perform all other duties that may be required or assigned. The omission of specific statements of the duties does not exclude them from the Key Responsibilities if the work is similar, related or a logical assignment for this position.

KNOWLEDGE, SKILLS AND ABILITIES

- Excellent verbal and written communication skills required.
- Strong analytical and fiscal management skill to demonstrate the capacity to comprehend, interpret and apply regulations, procedures and reliable information.
- Excellent organizational and multi-tasking skills with attention to timelines and urgency.
- Excellent ability to gather, research, analyze and synthesize financial data, and produce useful reports and summaries.
- Collaborative team player with disciplined attention to detail and problem-solving skills.
- Knowledge of policies, processes and procedures of federal, state and local funded programs offered or administered by Invest Atlanta.
- Competent and Proficient in software used by Invest Atlanta, including but not limited to MS Suite with Word, PowerPoint and Excel.
- Ability to consistently and objectively identify project deficiencies and instances of non-compliance with program standards.
- Self-starter and ability to work independently with minimum supervision, work under pressure, meet deadlines and be able to thrive in a fast-paced work environment.

EDUCATION AND EXPERIENCE

- Graduated from an accredited college or university with a bachelor's degree in business administration, public administration, urban planning, real estate, economics with three (3) years of progressively responsible and related corporate or government experience

OR

- Equivalent combination of education and experience which equips the applicant with knowledge, skills and abilities as described in the section below.

- In addition to the above, the CS EDRAM must complete training programs/certifications related to the CS EDRAM's job responsibilities as requested by the DC EDRAM and approved by the VP/CCO. The costs of such approved training programs/certifications will be reimbursed by Invest Atlanta.

Resumes should be submitted to jobs@investatlanta.com.

Invest Atlanta is an Equal Opportunity Employer. All qualified applicants, including but not limited to minorities, females, disabled and veterans are encouraged to apply.