

The University of Texas at San Antonio

Job Description

Job Title: Senior Compliance Management Analyst
Code: 17010
Salary Grade: 62
FLSA Status: Exempt
Department/Division: Institutional Compliance and Risk Services
Reports To: Director, Institutional Compliance and Risk Services

Summary

- Function: To assist the Director of Institutional Compliance with the development, implementation, and operation of UTSA's Institutional Compliance/Enterprise Risk Management Program.
- Scope: Responsible for facilitating risk assessments, coordinating the development of risk management plans and implementing the monitoring of assigned risk areas at all levels of the organization (executive management, mid management and operational levels). Leads hotline call investigations and coordinates required reporting. Assists the Director with strategic planning for UTSA's compliance program.

Duties

- Typical:
 1. Coordinates risk assessments at all levels of the organization (executive, mid-management and operational) and prepares final assessment report for presentation and approval by executive management.
 2. Coordinates the development of highly complex risk management plans to document monitoring, training and reporting strategies in place to mitigate institutional high risks.
 3. Develops monitoring forms based for completion by each risk area. Reviews responses and coordinates follow-up and/or responses to identified deficiencies. Prepares report summaries for appropriate VP and the Executive Compliance Committee.
 4. Conducts assurance activities, including on-site inspections/testing and interviews with multiple levels of management. Documents results and reports to appropriate VP and Executive Compliance Committee.
 5. Serves as lead investigator for hotline investigations, retaliation complaints and other allegations of non-compliance to include complaints received from the UT System or State Auditor's Office. Conducts interviews, collects evidence, and conducts research. Prepares reports on

- investigation findings and recommendations.
6. Coordinates internal triage and recommended disposition of hotline complaints and UT System required reporting of significant events.
 7. Assists the Director with the development of short and long term plans for the Institutional Compliance/Enterprise Risk Management Program.
 8. Assists the Director with administrative responsibilities.
 9. Assists with compliance related projects and initiatives including training, HOP policy matters and compliance surveys.
 10. Coordinates reports and presentations for internal and external audiences.
 11. Assists with the review and approval of junior staff work papers and final reports to ensure accuracy, completeness and clarity.
 12. Performs other duties as assigned.

• Periodic:

1. May assist with the maintenance and administration of online systems, computer applications, and internal websites utilized by Institutional Compliance.
2. Collaborates with other UTSA area/departments on special projects and provides information on compliance issues for departments/individuals.
3. Attends continuing professional education seminars.

Education

Required	Preferred
Bachelor's degree from an accredited institution.	Master's degree in Accounting or General Business from an accredited institution.

Other Requirements

Required	Preferred
Independent decision making and problem solving ability.	Certified Compliance and Ethics Professional and/or Certified Internal Auditor and/or Certification in Control Self-Assessment and/or Certification in Risk Management Assurance and/or Certified Fraud Examiner and/or other related professional certification.
Excellent written and oral communication and interpersonal skills.	
Ability to analyze highly complex situations, collect and interpret appropriate data to make recommendations to improve internal controls.	
Demonstrated ability to solve highly complex problems.	
Excellent time management skills and ability to coordinate several projects simultaneously to meet deadlines.	
Leadership skills and initiative	
Ability to interact in a professional manner with faculty, staff and the public.	
Ability to work independently with minimal supervision.	
Criminal Background Check. (CBC)	

Experience

Required	Preferred
Five years of related compliance program administration, auditing or similar experience.	N/A

Equipment

Required	Preferred
Knowledge of personal computers, with a solid working knowledge of Microsoft Word, Excel, PowerPoint, and Access.	NA

Working Conditions

Usual	Special
Normal office environment.	Work performed on concurrent multiple projects under pressure of rigid deadlines and/or time constraints. May work some evenings and weekends.

Supervision

Received	Given
Limited supervision on technical work and routine procedures.	May supervise assigned clerical and other junior staff members.

Accuracy

Proficiency in all phases of the duties performed.
--

Internal Control

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.

Security Sensitive

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.
