



AIMS K-12 College Prep Charter District

Title: Compliance Manager

Category: Classified

Work Year: 12 Months

Employment Type: Full Time

Starting Range: \$98,031.60 - \$104,047.17

FLSA: Exempt

Supervisor: Director of Program Compliance

JOB GOALS: Under the direction of the Director of Program Compliance ensures that the district follows legislative and regulatory requirements. Coordinates and assists with reviewing, monitoring and maintaining compliance with district policies and procedures. Oversee control systems and workflows to prevent and deal with violations of legal guidelines and internal policies.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to reflect the principal job elements accurately.)

ESSENTIAL JOB DUTIES:

- Provides administrative oversight with communication regarding workflow systems that align with compliance requirements.
- Evaluating the efficiency of controls and improving them consistently.
- Oversee Time and Accounting/Personnel activity report/multi funded staffing certifications.
- Pull annual Time and Accounting reports for monitoring and tracking purposes.
- Assist with the coordination and communication of categorical/restricted funding spending timelines and departmental objectives.
- Ensures compliance board policies and procedures are implemented with internal controls
- Liaison with the department of Health and School Services assisting with coordination of documentation alignment with rules and regulations.
- Provide guidance and processing, regarding proper use of funds, processing of purchase order tracking system expenditures and supporting documentation.
- Assisting budget development in aligning allowable expenditures. Provides feedback on allowable/non allowable expenditures for school site plans.
- Provides oversight and assists with training for supporting documentation and internal controls required for state,federal and local school site plan and board approved policies/procedures.

- Participates in meetings, training and seminars that assist with the purpose of gathering information related to compliance of local, state and federal guidelines.
- Oversee compensation alignment and compliant background check workflow for the Compliance Analyst.
- Reviews Job Description formats to ensure alignment with state, federal and local regulatory requirements.
- Manage employment tools that align with compliant tracking and transferring information into the HRIS system.
- Initiates program improvement strategies and corrective actions to support compliance workflows.
- Performs other duties as assigned

QUALIFICATIONS:

- Bachelor’s degree from an accredited institution
- Three years of relevant school operations experience

KNOWLEDGE AND ABILITIES:

- Demonstrated commitment to pursuing transparency, equity and accountability
- Experience with school based operational roles
- Expertise in federal, state and local compliance regulations
- Ability to multi-task and work in fast moving environments
- Strong ability to analyze various processes and procedures
- Strong understanding of federal, state and local school site plans

PHYSICAL ACTIVITY REQUIREMENTS:

Minimum Work Position (Percentage of Time):

Standing: 30 Walking: 20 Sitting: 50

Minimum Body Movement (Frequency):

None (0) Limited (1) Occasional (2) Frequent (3) Very Frequent (4)

Lifting (lbs.): 15-18 Lifting: 2 Bending: 2

Pushing and/or Pulling Loads: 1 Reaching Overhead: 1 Kneeling or Squatting: 1

Climbing Ladders: 0 Climbing Stairs: 2

NON-DISCRIMINATION: AIMS College Prep Charter District does not discriminate on the basis of race, color, religion, gender, marital status, ancestry, political affiliation, age, sexual orientation, disability, medical condition, national origin, or mental or physical handicap in any of its policies or procedures related to admissions, employment, educational services, programs or activities.

Effective:

Board Approved: Pending Board Approval