



**Compliance Officer I**  
**Westmoreland-Fayette Workforce Investment Board**  
**Youngwood, PA**

### Summary

The Westmoreland-Fayette Workforce Investment Board (WFWIB) is seeking a dedicated, hard-working, and self-motivated Compliance Officer I to analyze, review, and monitor various WFWIB approved activities and programs to ensure compliance with Federal and State Agencies. This full-time position will prepare, display, and monitor various financial data as requested and ensure it is in compliance with regulatory agencies. Additionally, the Compliance Officer I will assist with updates to the WFWIB website and outreach activities.

### Duties & Responsibilities

- Monitor vendors, sub-recipients, and WFWIB contractors (such as PA CareerLink® centers in Westmoreland and Fayette counties) to ensure financial and programmatic compliance with Federal, State, and WFWIB regulations and policies.
- Reconcile various receivables and expenditures in accordance with established procedures.
- Review and assist with WFWIB website updates, such as updating documents, policies, and events.
- Prepare, display, record, and input various financial data as required.
- Analyze, review, and monitor various WFWIB activities and programs.
- Perform outreach activities as directed.
- Assist with computer and information technology updates as needed.
- Monitor WFWIB assets.
- Assist in annual audits, including third party compliance reviews.
- Provide advice to Supervisor of any condition requiring immediate attention.
- Report to the Chief Financial Officer, Compliance Officer II.
- Perform other duties as required.

### Required Skills

- Advanced software skills and knowledge of computer hardware.
- Professional interpersonal, comprehension, verbal communication, and written communication skills.
- Highly adept at working independently, prioritizing work, and multi-tasking.
- Excellent computer/Office 365, remote meeting, and phone skills.
- Professional analytical, critical thinking, and problem-solving skills.
- Possess a valid driver's license and ability to travel within two county areas and the Commonwealth of PA.

### Required Experience

- Four-year degree in Business Administration/Accounting/Finance.

### Salary & Benefits

- Salary is commensurate with experience.

### How to Apply

- Please submit cover letter and resume to Donna Casterwiler at [donna@westfaywib.org](mailto:donna@westfaywib.org)
- Cover letters and resumes will be accepted until November 19, 2020.