

**What is the name of your organization?**

Highline Services LLC

**Applicant Information**

**What is the job title of the position you are seeking to fill?**

Regulatory Compliance Analyst

**Where is the job location?**

West Point, GA

**How is the job classified?**

- Full-time

**What qualifications are desired?**

- Bachelor's degree required
- Minimum of three years of professional experience (will consider less experience for highly qualified candidate).
- A great CAN-DO attitude
- Self-starter interested in a dynamic and growing company with a non-traditional approach.
- Knowledge of post-award grant requirements and rules or desire and willingness to learn.
- Strong attention to detail
- Strong client service skills
- Proficiency in software programs such as Microsoft Office (Outlook, Teams, Excel, Word, and PowerPoint) and Adobe Acrobat
- Excellent organizational skills and the ability to manage and prioritize simultaneous assignments in a fast-paced, dynamic, high-volume, and ambiguous environment
- Excellent written and oral communications skills
- Ability to work independently based on general guidance and experience and ability to work collaboratively
- Entrepreneurial and team-based mindset
- Ability to work well with individuals across diverse teams and cultures
- Experience handling matters for telecommunications companies before state public service commissions, ideally the Public Utilities Commission of Texas
- Experience handling compliance matters for federal and state grant awards

**What are the responsibilities/duties?**

- Facilitate corporate compliance with applicable regulatory requirements, including research as requested, and proofreading documents.
- To ensure corporate compliance with state rules and regulations. This role will prepare routine and ad hoc regulatory filings for submission with state public service commissions.
- Build relationships with regulatory officials and staff.
- Improve regulatory filing processes while working closely with internal teams.
- Maintain and track state regulatory proceedings, filing procedures and deadlines.
- Analyze corporation and state/federal agency grant or loan awards for post award compliance requirements.
- Review corporation's submitted documents required for grant awards including invoices, balance sheets, and other financial statements for allowable costs during post-award compliance reviews.
- Contribute to the development of quarterly and annual reports for the corporation during the post-award period.
- Other responsibilities may include developing and maintaining templates for forms and documents and/or supporting the corporation's applications for federal and/or state broadband funding.
- Additional responsibilities may be assigned.

#### **Are you looking for a current student or alumni?**

- Current Student
- Alumni

#### **What is the pay rate?**

Based on experience

#### **Through what method would you like someone to apply?**

- Email

#### **Please provide the link or address for the application.**

HR@highlinefast.com

#### **Additional comments**

We are seeking a results-driven Regulatory Compliance Analyst to implement and develop regulatory compliance strategies. You will be reviewing documentation and procedures, collaborating with internal and external stakeholders on compliance-related issues, and performing compliance audits.

To ensure success as a Regulatory Compliance Analyst, you should exhibit extensive

experience in regulatory compliance coordination and in-depth industry knowledge. An accomplished Regulatory Compliance Analyst will be someone who can facilitate regulatory compliance to help our organization maintain our excellent reputation.

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