

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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