



## Position Title

Administrative & Regulatory Associate

## Position Summary

The Administrative & Regulatory Associate will assist the Director-Regulatory & Compliance in the coordination and execution of one or more administrative services, such as records and information management, regulatory authority reporting, and other office support services.

## Responsibilities and Duties (not all inclusive)

- Maintain familiarity with regulatory and compliance standards, adhering to same.
- Direct or coordinate periodic reporting to regulatory authority, agency, or organization.
- Assist with the preparation of grant/ funding opportunities.
- Set goals and deadlines for the department.
- Prepare and review operational reports and schedules to ensure accuracy and efficiency.
- Analyze internal processes and recommend and implement procedural or policy changes to improve operations, such as supply changes or the disposal of records.
- Consult with managerial or supervisory personnel to coordinate activities of others to obtain data as needed for reporting.
- Locate and extract data contained in company files (database).
- Create and Maintain administrative services procedures manual.
- Maintain record keeping and retention policy. Communicate policy to others within the company as required.
- Maintain records, reports, and/or files related to Regulatory as well as Human Resources.
- Prepare financial reports.
- Prepare Regulatory reports.
- Prepare reports of property for Risk Management.
- Attend staff meetings.
- Acquire, distribute and store supplies.
- Maintain confidentiality and discretion, as required.
- Assure accuracy in all duties.

## Minimum Requirements

- **Must demonstrate effective and above average Communication skills** – this position works very closely with others using:
  - Electronic Mail
  - Face-to-Face Discussions
  - Letters and Memos
  - Telephone
- **Must possess the skill and ability to**
  - Establish and maintain interpersonal relationships.
  - Communicate effectively with Managers, Peers and/or Subordinates.
  - Adjust own actions in relation to others' actions.
  - Teach or instruct others how to perform tasks, as required.
  - Recognize ways to help others, actively seeking opportunities to do so.
  - Be aware of and understand the reactions of others to specific situations.
  - Plan and organize work; modifying procedures or processes to meet deadlines, as required.
  - Make decisions with information at hand.

- Work with or without immediate supervision.
- **Must be proficient in the following areas:**
  - *Active Learning* - Understanding the implications of new information for both current and future problem-solving and decision-making.
  - *Active Listening* - Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
  - *Critical Thinking* - Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
  - *Learning Strategies* - Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.
  - *Mathematics* - Using mathematics to solve problems.
  - *Reading Comprehension* - Understanding written sentences and paragraphs in work related documents.
  - *Speaking* - Talking to others to convey information effectively.
  - *Writing* - Communicating effectively in writing as appropriate for the needs of the audience.
- **Must possess demonstrated knowledge and proficiency in the following areas:**
  - *Clerical* - Knowledge of administrative and clerical procedures. Use of systems such as Microsoft Word, Excel, PowerPoint. Managing files and records, designing forms, and other office procedures and terminology. *Heavy Excel use is required.*
  - *English Language* - Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
  - *Personnel and Human Resources* - Knowledge of principles and procedures for personnel recruitment, selection, training, compensation and benefits, labor relations and negotiation, and personnel information systems.
  - *Accounting* - Knowledge of accounting principles and practices, and reporting of financial data.
  - *Mathematics* - Knowledge of arithmetic, algebra, statistics, and their applications.

### **Education/Training**

High school diploma or (GED) required; Associate's Degree plus one to three years related experience and/or training; or equivalent combination of education and experience.

### **Additional Requirements:**

- Must undergo pre-employment background check to include Criminal, Credit, and Driving History – results must be acceptable
- Must remain in compliance with any federal/state regulations, as well as TruVista company policies and regulations

### **Physical Demands and Work Environment**

- Ability to frequently lift up to 10 lbs and occasionally up to 25 lbs.
- Regularly required to walk, sit, and use hands to finger, handle or feel; Regularly required to talk or hear
- Close vision, Distance vision and ability to focus



### **Working Conditions:**

This factor measures the surroundings or physical conditions under which a job must be done and the extent to which those conditions make the job disagreeable. Consider the presence and relative amount of exposure to dust, dirt, heat, fumes, contaminants, cold, noise, vibration, wetness, etc.

- *Majority of work is performed in an office environment, free from disagreeable conditions.*

### **FLSA and Employment Status**

Non-Exempt, Full Time

**Note:** All applicants are considered for all positions without regard to race, religion, color, sex, gender, sexual orientation, pregnancy, age, national origin, ancestry, physical/mental disability, medical condition, military/veteran status, genetic information, marital status, ethnicity, alienage or any other protected classification, in accordance with applicable federal, state, and local laws. By applying for this position, you are seeking to join a team of hardworking professionals dedicated to consistently delivering outstanding service to our customers and contributing to the financial success of the organization, its clients, and its employees. Equal access to programs, services, and employment is available to all qualified persons. Those applicants requiring accommodation to complete an application and/or interview process should contact a management representative.