



JOB VACANCY ANNOUNCEMENT

LOCATION : Compliance Department – Fort Defiance, Arizona
SALARY : \$21.9558 per hour
CLOSING DATE : Open Until Fill (OUF)

Class Summary:

This class is the third of five levels in the Compliance series. This is a broad classification encompassing incumbents that perform a variety of professional auditing, safety and compliance duties requiring the interpretation and analysis of broadly defined laws, rules and regulations. Specific duties will vary in accordance with assigned area: **Risk** - Specific responsibilities may include conducting analyses of loss patterns to determine risk exposure; preparing recommendations to reduce future losses; overseeing the maintenance of the claims database; and preparing statistical reports for various departments. The Compliance Analyst is distinguished from the Compliance Specialist in that it is responsible for the conduct of complex compliance analyses and process development. Safety is a critical factor with NHA and all employees will adhere to Safety Policies and ensure Safety is how we perform our duties.

Responsibilities:

- Evaluates, reviews, and analyzes risk, compliance, and/or safety issues and determines operational needs; identifies services areas for improvement; and provides recommendations and/or develops plans for operational actions.
- Reviews, prepares, processes, and distributes a variety of reports, records, claims, files, and business correspondence regarding claims activities, risk assessment, safety compliance, and/or related information. May manage operational databases.
- Reviews operational compliance with internal and external regulations, standards, laws, codes, and related policies. May investigate compliance issues and complaints.
- Provides customer service to the public, external agencies, staff, and/or other interested parties regarding applicable policies and procedures related to compliance activities; researches and responds to complaints, inquiries, and/or requests for information.
- Designs, implements, and facilitates training programs and sessions for employees.
- Performs other duties of a similar nature or level.

Required Skills:

- Investigating and evaluating claims;
- Providing customer service;
- Preparing and reviewing operational records and reports;
- Applying and enforcing applicable laws, rules and regulations;
- Developing and facilitating training sessions;
- Developing and reviewing operational procedures;
- Using a computer and related software applications;
- Communication, interpersonal skills as applied to interaction with subordinates, coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Required Experience:

- Valid Driver's License
- Bachelor's degree in accounting, risk management or related field or an equivalency
- Three (3) years of related experience

How to Apply:

Applicants must submit a completed NHA application, including an updated resume and unofficial transcripts or degree(s). Email completed application packet to nhahr@hooghan.org or hand delivered to our NHA HR Office in Fort Defiance, AZ by the closing date to be considered for the position. All applicants are subject to background investigation and must have a valid driver's license. Failure to submit required documents shall be considered incomplete. If you have any questions, please contact NHA Human Resources at (928) 729-6623.