

JOB DESCRIPTION

I. POSITION TITLE: Compliance Coordinator

II. PROGRAM COMPONENT: Community Action Kentucky

III. EXEMPT/NON-EXEMPT: NON-EXEMPT

IV. SUPERVISOR: Program Director

V. JOB SUMMARY: The Compliance Coordinator is responsible for ensuring that all CAK programs, services, and operations adhere to applicable federal, state, and local regulations, as well as contractual obligations.

VI. DUTIES AND RESPONSIBILITIES:

1. Review, analyze and monitor contracts, agreements, and grants to ensure compliance with all terms and conditions.
2. Track deadlines, deliverables and reporting requirements for LIHEAP, kynect, HEA, Goodwill and other programs as needed.
3. Review and monitor subcontractor agreements to ensure compliance with contractual obligations.
4. Track subcontractor deliverables, deadlines, and reporting requirements.
5. Conduct regular compliance reviews and audits of subcontractor activities, including financial, operational, and programmatic performance.
6. Ensure manuals are updated annually and as needed to reflect new requirements
7. Prepare reports on subcontractor compliance status and any corrective actions taken.
8. Occasional day and overnight travel required.

THIS JOB DESCRIPTION MAY NOT COVER ALL NON-ESSENTIAL DUTIES OF THE POSITION.

VII. POSITIONS SUPERVISED: None

VIII. QUALIFICATIONS: Bachelor's degree in finance, business administration or a related field is preferred. Years of relevant experience can be used to meet the educational

requirements. Excellent verbal and written communication skills and listening skills. Efficient time management, proficient in Microsoft Office and electronic databases. Compassion and empathy with the ability to identify problems and recommend solutions, inspire, and motivate. Ability to follow and apply written and verbal instructions. Reliable transportation, valid Kentucky driver's license with proof of insurance. Must pass criminal background check.

IX. PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position.

- Work is primarily performed in an office environment with frequent sitting, typing, and computer use.
- Regularly required to talk, hear, and use hands to handle or operate standard office equipment such as computers, telephones, copiers, and filing systems.
- Frequently required to stand, walk, and reach with hands and arms.
- May occasionally need to lift, carry, or move objects weighing up to 50 pounds (such as boxes of files, office supplies, or equipment).
- Occasional bending, stooping, or reaching may be required when accessing files or office storage.
- Visual acuity is required for preparing and analyzing documents, data entry, and reading on computer screens.

X. JOB DESCRIPTION ACKNOWLEDGEMENT:

I have received a copy of my job description and state that I have read and fully understand the requirements and agree to abide by its requirements and will perform all duties and responsibilities to the best of my ability.

I certify that at this time, I know of no limitations which would prevent me from performing these functions. I understand that it is my responsibility to inform my supervisor at any time that I am unable to perform these activities.

I understand that this description is intended to be a general statement concerning this position and is not to be considered a detailed assignment. It may be modified by my employer as the need arises.

I further certify that this job description was orally reviewed with me, and I have been given the opportunity to ask questions of my employer concerning these matters and this job description will be a basis for evaluating my performance. I understand that failure to meet the job requirements could result in termination of my employment.

The above duties and responsibilities have been explained in detail.

Employee Name (printed)

Date

Signature Employee

Date

Signature Supervisor

Date

Date Updated: October 2025