

**Community Action Program of East Central Oregon  
(CAPECO)  
Job Description**

<b>Position:</b>	<b>Compliance Specialist</b>
<b>Supervised by:</b>	Program Manager & Director of Programs
<b>Department:</b>	Services for Independence
<b>Classification:</b>	Regular Full Time
<b>Position Status:</b>	Non-Exempt
<b>Location:</b>	Main Pendleton Office
<b>Salary Level/Wage:</b>	Range 7 - \$2,156
<b>Benefits:</b>	Health, Dental, RX, Vision, FSA, Life Insurance, 401K Plan, Vacation, Sick and Holidays

**HOW TO APPLY:**

To apply for this position we must receive a completed CAPECO application. An application can be found by visiting our website at CAPECO-WORKS.ORG or picked up at our Main Office located at 721 SE 3rd Street, Suite D, Pendleton, OR 97801. Cover Letters and Resumes may also be included, but will not be accepted without an application.

Please return the completed application, optional resume, cover letter and any other required documents to: 721 SE 3rd Street, Suite D, Pendleton, OR 97801 or [hr@capeco-works.org](mailto:hr@capeco-works.org). Please send it attention Human Resources if you are sending by mail.

**POSITION OVERVIEW:**

The Compliance Specialist provides on-going direct monitoring of files of clients who have been designated by a federal agency (i.e., Social Security Administration) as in need of a Representative Payee. The position will ensure that the Representative Payees follow all policies and protocols of the program and that they make regular on-going contact with their clients. The Specialist will promptly notify the Representative Payee of any mistakes and will seek to resolve incidental issues quickly. Any issues of violating policies and protocols will be immediately reported. The Compliance Specialist will review files to ensure that proper documentation is in place, and that accurate records are being kept. Duties will also include matching Representative Payee Management software balances with bank balances to ensure that a proper accounting of funds is completed. The position may travel to meet with clients on occasion to review information.

**ESSENTIAL JOB FUNCTIONS:**

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. Other duties, responsibilities and activities may change or be assigned at any time with or without notice. To perform this job successfully, an individual must be able to perform each essential function satisfactorily with or without reasonable accommodation.

- Reviews client files for accuracy and verify files have proper documentation.
- Ensure all policies and protocols are followed.
- Understand and apply a variety of grant guidelines.
- Regularly reconcile bank statements and RPM data software
- Review client accounts daily
- Ensure that client accounts are properly closed and all affected parties are notified to be sure that funds are then dispersed properly
- Ensure that the client's benefits are being spent for the well-being of the beneficiary, with priority given to essential needs

- Report all necessary corrections to Program Manager.
- Notify Program Manager and/or Director of any issues regarding clients or their funds.
- Complete monthly reports and monthly billing.
- May require public speaking at times.
- Other duties as assigned.

**REQUIRED KNOWLEDGE, SKILLS, ABILITIES & MINIMUM QUALIFICATIONS:**

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

- Two-year college degree, which can be substituted for three years of relevant work experience.
- Experience with computers – Microsoft Word/Excel/other data software
- Proficient in using 10-key
- Accuracy in maintaining financial records. Desire to maintain program excellence and customer service.
- Ability to work with difficult clients.
- Ability to implement changes or foresee potential areas where changes need to be made.
- Must have the ability to manage multiple projects simultaneously and respond to immediate requests for specific program information.
- Must be able to communicate in a clear and concise manner

**WORK ENVIRONMENT AND PHYSICAL DEMANDS:**

The physical demand and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to bend, kneel and crouch. Specific vision abilities required by this job include close vision and distance vision. The noise level in the work environment is usually moderate. The employee must occasionally lift, and/or carry/move objects up to 50 pounds.

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, smart phones, photocopiers/scanners, shredders and filing cabinets.

**SPECIAL REQUIREMENTS:**

- Must pass a criminal history background investigation; however a conviction of a crime may not necessarily disqualify an individual from this position.
- CAPECO is a drug free workplace and pre-employment screening will be required.
- Possession of or ability to obtain a valid state Driver’s License and insurable driving record is required.

THE ABOVE JOB DESCRIPTION has been discussed with me, and I accept all responsibilities and can perform all duties with or without reasonable accommodations as outlined above.

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EMPLOYEE'S SIGNATURE

\_\_\_\_\_  
DATE