



Position Description  
**Compliance Support Specialist**

**OVERVIEW:** The Mohave Educational Services Cooperative Compliance Support Specialist is responsible for supporting the Compliance department by working collaboratively with team members to ensure efficient processing of orders and record management. The primary functions of this position require the ability to create, edit, and manage documents, spreadsheets, and email communications. This position requires a person with excellent organizational, computer, and verbal and written communication skills, along with strong attention to detail and analytical abilities.

**RESPONSIBLE TO:** Compliance Manager

**SUPERVISES:** None

**POSITION TYPE:** Non-exempt/40 Hours per week

**INTERACTS WITH:** All Mohave staff, members, vendors, general public and others

**PHYSICAL DEMANDS/WORK ENVIRONMENT:** This position operates in a professional and home office environment and is largely sedentary; however, standard office equipment such as computers, phones, copiers and other small machines are frequently used. Some lifting may be required, which would require the ability to lift boxes or items up to 25 pounds. The home office environment must be conducive to privacy for virtual meetings and phone calls with Mohave staff and members/vendors.

**TRAVEL:** Periodic in-state travel is required, including some overnight stays, and may include some out-of-state travel. A reliable personal vehicle, including current personal auto insurance, will be required for travel.

**CORE DUTIES:**

Enter member purchase orders into database with a high degree of speed and accuracy.

Send fully reviewed orders to members and vendors with clear and professional communication.

Accurately log direct order contract usage into database to maintain complete and consistent records.

Accurately log invoices to applicable records in a timely manner.

Follow up on the status of aged purchase orders, flags, and adjustments in system.

Identify and resolve adjustments to records as needed.

Conduct a thorough review of open records on a periodic basis to maintain up-to-date records.

Participate in team meetings and other scheduled meetings as necessary to provide updates, share insights, and collaborate on process improvements.

Other duties as assigned by the Compliance Manager.

**OTHER DUTIES:** This Job Description is not intended to be a comprehensive list of activities or responsibilities. Duties, responsibilities, and activities may change at any time with or without notice.

**EDUCATION/TRAINING**

Two (2) years progressively responsible relevant work experience, ideally with a focus on purchase order and invoice processing, is preferred. High school graduate or equivalent. Competent analytical ability and strong verbal and written communication skills. Excellent multi-tasking and organizational skills with ability to manage a fast-paced working environment. Proficient computer skills, typing and 10-key data entry, word processing, spreadsheets, and database management. Any combination of experience and training to meet the minimum requirements.

**SIGNATURE:** By signing below, I acknowledge that this position is a Non-Exempt position which is eligible for overtime and that I understand all the requirements above.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Title and Date



## COMPLIANCE SUPPORT SPECIALIST

### Competencies

#### **Ethical Activities**

The Compliance Support Specialist shall maintain high ethical standards in their interactions with Mohave staff, members, vendors, and general public; base decisions on applicable rules, regulations, policies, and organizational procedures; base decisions and actions on what is in the best interest of Mohave, its members and vendors, and never for personal gain.

#### **Relevant Knowledge and Understanding**

The Compliance Support Specialist shall possess strong attention to detail and organizational skills, have the ability to follow department and organizational standards and procedures, and have the ability to manage multiple tasks effectively in order to preserve the oversight and integrity of the Mohave cooperative purchasing program.

#### **Appropriate Participation**

The Compliance Support Specialist shall participate and represent Mohave in conferences, trade shows, and other functions to provide and gain the knowledge and skills required to meet organizational and departmental needs and goals.

#### **Quality of Service**

The Compliance Support Specialist shall be prompt, courteous, respectful, honest, and accurate in performing duties, obtain information, and respond to inquiries, in order to ensure that everyone requiring or desiring service has a successful experience.

#### **Commitment to Excellence**

The Compliance Support Specialist shall continually upgrade knowledge and skills to avoid stagnation; and inquire, research, learn, measure, and improve in order to best serve stakeholder needs.

#### **Quality Programming**

The Compliance Support Specialist shall possess and apply knowledge to create compliant, accurate, and concise order records, to include all required and relevant information for the use of other Mohave departments, vendors, and members.

#### **Commitment to Mohave Virtues**

The Compliance Support Specialist shall commit to the Ideal Team Player virtues of humble, hungry, and people-smart in order to assist team members, contribute to team and organizational success, promote a positive work environment, and ensure fair treatment of all individuals.

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