

Workforce Council of Southwest Ohio

Job Title:	Compliance & Procurement Manager	Reports To:	Executive Director
Position Type:	Full-Time	Travel Required:	Occasional local travel
Salary Range	\$75,000 - \$105,000		

Position Summary

The Compliance & Procurement Manager oversees the organization's compliance, procurement, contracting, and monitoring functions to ensure adherence to applicable federal, state, and local laws, grant requirements, contractual obligations, and Board policies. This position develops systems that promote accountability, manages organizational risk, supports continuous improvement, and serves as the primary resource on regulatory compliance and procurement.

Responsibilities (not all-inclusive) all of the duties listed below are essential functions for which reasonable accommodation will be made. All requirements listed indicate the minimum level knowledge, skills, and/or ability deemed necessary to perform the job proficiently. This job description is not to be construed as an exhaustive statement of duties, responsibilities, or requirements. Staff may be required to perform other job-related instructions as requested by their supervisor and subject to reasonable accommodations.

Essential Functions

Compliance Management

Develop, implement, and continuously improve the organization's compliance program to ensure effective internal controls and compliance with applicable laws, regulations, grant requirements, contracts, and Board policies.

Responsibilities include:

- Develop and administer the organization's compliance work plan, monitoring schedule, and risk assessment process.
- Maintain compliance policies, procedures, internal controls, and monitoring protocols.
- Monitor changes in applicable laws, regulations, and funding requirements and coordinate implementation of required organizational changes.
- Conduct compliance reviews and risk assessments; recommend corrective actions and operational improvements.
- Provide technical assistance to staff and partners.
- Develop compliance metrics and prepare reports for executive leadership and the Board.
- Serve as the primary resource for interpreting regulatory requirements affecting organizational operations.
- Monitor compliance with applicable federal and state laws, regulations, policies, and grant requirements.
- Ensure compliance with local workforce governance requirements, including plans, agreements, and One-Stop certification standards.

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- Collaborate with Finance to ensure appropriate documentation, internal controls, and allowable use of grant funds.
- Maintain compliance records and required documentation.
- Coordinate organizational responses to monitoring reviews, audits, and oversight agencies, including corrective action plans.
- Monitor implementation of audit recommendations and serve as the primary liaison with regulatory and oversight agencies.

Procurement and Contract Administration

Lead procurement and contracting activities to ensure fair, competitive, transparent, and compliant acquisition of goods and services.

Responsibilities include:

- Maintain and update as needed procurement policies, procedures, calendars, and contract management systems.
- Coordinate competitive procurements, including development of solicitation documents, bidder communications, proposal evaluations, negotiations, and contract awards.
- In collaboration with the Executive Director, draft, review, and administer contracts, amendments, renewals, and extensions.
- Monitor contractor performance, contract compliance, and required documentation.
- Conduct contractor and subrecipient risk assessments and monitoring activities, including corrective action follow-up.
- Advise leadership on procurement strategy, contract risks, and regulatory requirements.

Program Monitoring and Board Support

Support organizational accountability through monitoring, reporting, and governance activities.

Responsibilities include:

- Provide regular compliance and procurement reports to executive leadership and the Board.
- Monitor implementation of Board-approved policies, ethics requirements, conflict-of-interest disclosures, and records retention practices.
- Support enterprise risk management and continuous quality improvement initiatives.

Knowledge, Skills and Abilities
Compliance & Procurement • Federal grant administration and Uniform Guidance (2 CFR Part 200) • Workforce Innovation and Opportunity Act (WIOA) • Internal controls and risk management • Monitoring and quality assurance • Ohio Department of Job & Family Services policies and workforce regulations • Organizational policy development and continuous improvement • Anticipates and mitigates compliance risks. • Builds practical systems that improve organizational effectiveness. • Balances regulatory requirements with operational needs. • Promotes fair, transparent procurement practices. • Demonstrates integrity, objectivity, and sound judgment. • Procurement and contract management Communication •Excellent written and verbal communication skills. •Strong knowledge and experience with communication tools such as Office 365 and MS Teams. Productivity •Self-starter with the ability to work well independently with minimal supervision. •Strong time management skills and the ability to meet deadlines. •Ability to arrive to work reliably, regularly, and on time. •Ability to quickly adapt to new technology platforms, hardware, and applications. •Demonstrates active listening skills and attention to detail. •Uses data to improve performance and decision-making. •Adept at process management; knows how to organize and prioritize activities. •Solid analytical, problem-solving, and research skills. Collaboration & Teamwork •Strong collaboration skills and ability to work well in a team. •Shows respect for all individuals regardless of age, cultural background, ability, ethnicity, family status, gender identity, immigration status, national origin, race, religion, sexual identity, socioeconomic status and veteran status. •Personal qualities of integrity, credibility, and a commitment to the Workforce Council's mission.

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Working Conditions and Physical Requirements
• Ability to work in a hybrid work structure, where staff members work both in-office and remotely, depending on the task. • Ability to work on evenings and weekends occasionally, as needed. • Is subject to frequent interruptions and transitions.
Education
Five or more years' work experience in a relevant field. A bachelor's degree in public administration, business, accounting, finance, nonprofit management, law, or a related field is preferred. Equivalent combinations of education, professional experience, military service, certifications, apprenticeships, or other relevant training will also be considered.