



POSITION ANNOUNCEMENT

Compliance Specialist *A FULL-TIME POSITION*

for

The Alabama Department of Commerce

Located in

Montgomery, Alabama

ANNOUNCEMENT DATE:

March 18, 2021

POSITION ANNOUNCEMENT **Compliance Specialist**

Synopsis:

This position is responsible for assisting with the administration of the compliance reporting process for certain economic development incentive programs for the Business Development Division of the Alabama Department of Commerce, including but not limited to: data collection/mining, reporting, statistical analysis, and other tasks related to Commerce's administration of economic development incentive programs. This position reports to the Incentives Manager.

Duties and Responsibilities:

- Review, analyze and certify incentive compliance reports submitted through Commerce's online compliance portal.
- Maintain, update and improve Commerce's online compliance portal.
- Generate reports as needed by management and others regarding the performance of Commerce's existing and future incentive programs.
- Assist with developing forms, procedures and agency administrative rules for incentive programs in accordance with the law.
- Assist with tracking, reviewing and analyzing Commerce-related incentive legislation.

Work Habits:

- Comply with all policies and procedures as set by the Departments of Personnel and Commerce.
- Plan daily/weekly work schedule.
- Maintain housekeeping to organizational standards.
- Interact professionally with co-workers, general public, and others as required.
- Comply with the Department of Commerce policy regarding attendance. (Regular and predictable attendance is an essential function of the job.)

Required Knowledge, Skills and Abilities:

- Skill in Microsoft office, including expert skills in Excel.
- Skill in communicating effectively verbally and in writing.
- Ability to work independently or in a team environment.
- Ability to interact professionally with economic development allies, industry representatives, public officials, coworkers and the general public.
- Ability to analyze legislation.
- Ability to conduct research.
- Ability to follow established laws, policies and procedures.
- Ability to set and meet deadlines and manage multiple projects concurrently.
- Ability to work flexible hours based on project needs.

Preferred Knowledge, Skills and Abilities:

- Knowledge of Salesforce

Required Minimum Qualifications:

Bachelor's degree in Economic Development, Business Administration, Marketing, Engineering, Geography or a related field.

Salary and General:

Salary will be based on experience.

Benefits:

Excellent benefits package included. Employees are offered a competitive benefits package which includes health and dental insurance, paid annual and sick leave, paid holidays, and a retirement program.

Resumes may be accepted via U.S. Postal Mail or Electronic Mail

**ATTN: ANGELA SMITH, INCENTIVES MANAGER
Alabama Department of Commerce
401 Adams Avenue, 6th Floor
Montgomery, Alabama 36130-4106
EMAIL: ANGELAG.SMITH@COMMERCE.ALABAMA.GOV**

Interviews are by appointment only. Employment references may be requested during the application process.

The Department of Commerce is an equal opportunity employer. It is the official policy of the Department of Commerce that no person shall, on the grounds of race, color, disability, gender, religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment. The Department of Commerce will make reasonable accommodations for qualified applicants or employees with disabilities. The Department of Commerce reserves the rights to withdraw, modify, or extend this job announcement at any time prior to the awarding of the position. The Department of Commerce participates in E-Verify, a Federal law that requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States.