

TITLE: SENIOR BUSINESS COMPLIANCE SPECIALIST

FLSA: EXEMPT

REPORTS TO: DIRECTOR, BUSINESS COMPLIANCE

CREATED: OCTOBER 2021

PAY GRADE: 4

POSITION SUMMARY

The Senior Business Compliance Specialist position is responsible for monitoring the compliance activities related to multiple programs administered by the Michigan Economic Development Corporation (MEDC) and the Michigan Strategic Fund (MSF) including the Michigan Business Development Program (MBDP), the Jobs Ready Michigan Program (JRMP), State Essential Services Assessment (SESA, the Alternative SESA and the Renaissance Zone program (collectively, the "Business Development Incentives"). Monitors and coordinates workout compliance processes for assigned programs; creates and manages reports using Salesforce; serves as a contact to awardees, local partners and provides internal and external customer support.

PRINCIPAL DUTIES AND RESPONSIBILITIES

(These duties and responsibilities are judged to be "essential functions" in terms of the Americans With Disabilities Act or ADA)

- ✎ Serves as business compliance lead and primary point of contact for multiple complex economic development incentive programs.
- ✎ Independently reviews and analyzes the health of the Business Development Incentive programs.
- ✎ Independently reviews non-compliant grantees, tax credit and loan recipients; serves as primary resource and lead when a default occurs including outreach to grantees and local partners, presenting available workout options, providing support to bring grantee back into compliance, managing the close-out process for grantees unsuccessful in returning to compliance.
- ✎ Reviews requests from grantees for amendments and other workout options to ensure completeness and compliance with both statutory and policy requirements for incentive programs.
- ✎ Compiles and analyzes data and produces reports for the various incentive programs monitored by the Compliance Unit.
- ✎ Develops and maintains internal process documents to ensure MEDC and MSF compliance with statutes, guidelines and contractual terms and conditions; monitors compliance of various business units to ensure compliance with internal process.
- ✎ Understand and interpret legislative and policy requirements. Effectively formulate and communicate to Michigan businesses and communities how legislative and policy requirements may impact award recipients and local communities.
- ✎ Collaborates with business units to provide guidance on processes and compliance issues, and to ensure timely completion of grant monitoring procedures.
- ✎ Prepares briefing memos and other documentation for presentation to the MSF Fund Manager and MSF Board.
- ✎ Prepares formal correspondence between the MEDC/MSF and grantees relative to awards.
- ✎ Compiles data and performs analysis of program effectiveness and makes recommendations to Leadership for program and process improvements.
- ✎ Provides ongoing support to grantees accessing the MEDC's CRM system (Salesforce) for administration of awards.
- ✎ Performs other related duties as directed.

The above statements are intended to describe the general nature and level of work being performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed by such a person.

RECOMMENDED EMPLOYMENT QUALIFICATIONS

EDUCATION: This position requires a bachelor's degree for a four-year college or university in business administration or related field; or equivalent combination of education and experience.

EXPERIENCE: This position requires a minimum of three to five years of related experience in interpreting legislative or other legalistic requirements, experience in economic development and/or government administration, or experience administering similar economic development grant programs; and/or experience in grant processing, project underwriting and knowledge of contracts and property law; and experience with word processing, spreadsheet, database, and calendaring software. Salesforce experience preferred.

SUPERVISORY RESPONSIBILITIES: No supervisory responsibilities.

CERTIFICATES, LICENSES, OR REGISTRATIONS: None required.

OTHER KNOWLEDGE, SKILLS, AND ABILITIES:

(To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

REQUIRED:

1. Ability to read, analyze, and interpret legislations, statutes, general business journals, governmental regulations, legal and contractual documents, and financial reports.
2. Ability to function with strong written and verbal communication skills.
3. Ability to write reports, business correspondence and procedure manuals.
4. Ability to effectively present information and respond to questions from groups of managers, clients, customers and the general public.
5. Ability to define problems, collect data, establish facts and draw valid conclusions.
6. Ability to interpret an extensive variety of technical instructions and deal with several abstract and concrete variables.
7. Ability to grasp the industry/position-specific software with minimal training.

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 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 regularly required to sit, use hands to finger, handle, or feel; talk and hear. The employee is occasionally required to stand; walk; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus, especially due to concentration on a computer screen and small numbers. The job may require travel throughout Michigan.

WORK ENVIRONMENT:

The noise level in the work environment is moderate.

The qualifications listed above are guidelines for selection purposes; alternative qualifications may be substituted if sufficient to perform the duties of the job.