



**JOB TITLE:** Compliance Administrator  
**FLSA:** NON-EXEMPT  
**REVISION DATE:** October 2023  
**DIVISION:** Refined Fuels  
**REPORTS TO:** Compliance Administrative Manager  
**COMPENSATION:** \$18 - \$25 D.O.E.

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*CGRS was founded in 1987 in Fort Collins, Colorado. CGRS personnel have experience in over forty states, and we are currently working on a multitude of projects for a variety of private companies and governmental agencies. CGRS is a team-oriented company with a culture best summarized by our mission statement: "We deliver quality solutions with integrity and expertise every time."*

*At CGRS, we are committed to serving the ever-changing needs of our customers. We believe that our greatest asset is our employees, and we enable our employees to provide our clients with a valuable customer experience. CGRS offers health, dental and vision insurance, competitive wages, 401(k), paid vacation, sick time, and strongly believes in work/life balance.*

#### **POSITION SUMMARY:**

Performs a broad range of administrative and training duties in conjunction with the Compliance Services Manager and for Director of Compliance. May research and compile information. Actively manages compliance reports and compliance invoicing. Minimal bookkeeping skills would be helpful. Prepares correspondence and maintains files. Compliance Industry Training provided. Must be detail oriented and comfortable with repetitive task related work. Position requires the employee to be in the office Monday-Friday.

#### **PRINCIPAL ACCOUNTABILITIES:**

- Be able to communicate with clients and regulatory staff verbally and in writing including in-person contact, telephone, email and other business correspondence
- Process monthly operator files as they are returned from the field
- Process annual compliance files as they are returned from the field
- Data entry including updating compliance forms
- Generate compliance reports
- Generate compliance invoicing
- Scanning, filing, e-filing, and data entry as needed.
- Attend admin and department meetings as required
- Act as backup for company phone lines
- Work closely with all employees in a team environment.
- Perform miscellaneous tasks as requested by supervisor
- Work order generation for compliance technicians
- Meet deadlines regarding reporting of compliance testing



## **JOB REQUIREMENTS:**

Any combination of education and experience that would provide the required skill and knowledge for successful performance would be qualifying. Typical qualifications would be equivalent to:

EDUCATION: Minimum high school diploma or equivalent training.

EXPERIENCE: Two years of experience required in a related position.

SKILLS: Highly organized and willing to work in a team environment. Ability to follow instructions and work independently. Be professional and have good people skills when working with co-workers, clients and other officials. Must have professional telephone skills. Attention to detail required. Must be willing to manage an ever-changing workload. Patience and flexibility are important.

**SUPERVISORY RESPONSIBILITIES:** None.

**EQUIPMENT USED:** Must be able to operate computers demonstrating high proficiency in MS Windows, MS Outlook, Word, and Excel, PowerPoint & Adobe at a basic level. Must be proficient in using office machines including fax machine, copier, scanner and telephone. FileMaker knowledge a plus.

**TYPICAL PHYSICAL DEMANDS:** Must have a valid Colorado Driver's license and required Colorado automobile insurance. Position requires regular vision and normal range of hearing. Employee must be able to lift 10 lbs. Must have manual dexterity sufficient to operate a computer keyboard and calculator. Position involves sitting 80% of the time.

**TYPICAL MENTAL DEMANDS:** Must be able to speak professionally and in a polite manner. Requires ability to adapt to change quickly with ever changing requests.

**WORKING CONDITIONS:** Work in a casual office setting. Must be willing to carry out company goals and policies.

***We are an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law..***