U.S. CENTER FOR SAFESPORT
JOB DESCRIPTION

JOB TITLE
Compliance Auditor

REPORTS TO
Assistant Director of Audit and Compliance

SUMMARY
The Compliance Auditor is responsible for conducting regular and random compliance audits of U.S. Olympic and Paralympic Committee (USOPC), National Governing Bodies (NGBs) and High Performance Management Organizations (HPMOs) to ensure adherence of all organizations to the requirements of the Protecting Young Victims from Sexual Abuse and Safe Sport Authorization Act of 2017 and the U.S. Center for SafeSport’s policies and procedures. The compliance auditor will be responsible for preparing compliance audit work papers and audit reports for supervisory review.

DUTIES & RESPONSIBILITIES

• Following a template compliance program for NGB compliance audits, complete all steps including researching prior results, obtaining relevant documentation, creating a sample of which to review, conduct entrance and exit conference, and prepare correspondence and workpapers
• Perform independent site visits to obtain evidence, communicate with compliance staff, examine records, and gather pertinent data
• Formulate recommendations and corrective actions in response to audit results necessary to improve operations, eliminate deficiencies and bring into compliance
• Draft audit reports and management letters based on the work performed and submit report drafts and work papers for supervisory review
• Perform follow-up procedures to verify implementation of recommendations
• Serve as a technical resource concerning implementation, corrective actions and recommendations
• Collaborate with Compliance Development Coordinator to assist in organizational compliance development and implementation
• Assist Assistant/Associate Director of Audit and Compliance with special projects
• Other duties as assigned
QUALIFICATIONS

• Qualified candidates will have a minimum of a Bachelor’s Degree or equivalent experience
• Minimum of 4 years of professional experience in compliance, audit, risk management, enforcement, or similar field
• Ability to work well individually and on a team

PREFERRED QUALIFICATIONS

• Advanced degree in field of abuse prevention, sexual assault, or related field
• Sports background strongly preferred
• Proven track record of support for sport constituents and an ability and desire to work collaboratively with them
• Passionate about the U.S. Center for SafeSport’s mission

COMPETENCIES, KNOWLEDGE, SKILLS, & ABILITIES

• Excellent interpersonal skills
• Exceptionally skilled in written and verbal communication and attention to detail
• Have a high level of flexibility and excellent customer service skills when engaging with both internal and external constituents
• Strong organizational skills and ability to prioritize workload in order to meet deadlines in a fast-paced and dynamic work environment
• Proficient in Microsoft office suite
• Thoroughness, accuracy and attention to detail
• Possess strong initiative
• Positive, can-do attitude

WORK REQUIREMENTS & ENVIRONMENT

• Standard office equipment
• Office environment in multi-story dog-friendly building
• Some night and weekend work hours
• Some overnight travel required

WORK LOCATION

Denver, CO
SALARY

Salary will be commensurate with background and experience. Benefits include PTO for vacation, sick and holidays; health care, vision and dental options; employer paid life and disability policies; 401k savings match.

TO APPLY

Visit our website to submit your Resume, Cover Letter, and Salary Requirements:

https://safesport.bamboohr.com/jobs/

Pursuant to the U.S. Center for SafeSport policy, no applicant shall be considered within two (2) years of employment and/or board service of the USOPC or National Governing Body.

US Center for SafeSport is an Equal Opportunity Employer that does not discriminate on the basis of actual or perceived race, creed, color, religion, alienage or national origin, ancestry, citizenship status, age, disability or handicap, sex, marital status, veteran status, sexual orientation, genetic information, arrest record, or any other characteristic protected by applicable federal, state or local laws. Our management team is dedicated to this policy with respect to recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, employee activities and general treatment during employment.