



Compliance Associate

Financial Compliance Firm in Chester County, PA
Full Time position

Our client is seeking a Compliance Associate to assist the firm's team with the implementation, execution, and management of compliance activities which include monitoring and oversight.

Principal Responsibilities:

- Conduct daily compliance testing and reviews, and produce detailed reports ensuring all findings are clearly documented with supporting evidence.

Requirements:

- Bachelor's Degree
- Proficiency in the use of Microsoft Word, Excel, Outlook, Power Point and experience with the Internet and online research systems
- Ability to organize, analyzes, and interprets data and make recommendations compatible with the with regulatory requirements
- Strong writing, analytical, and communication skills
- Excellent attention to detail and follow-up skills
- Must be able to multi-task and complete projects on time

Preferred:

- Advanced degree (MBA), preferably in accounting or finance, or certification (CPA, CFP, CFA, CIA, industry licenses)
- 2-5 years of experience
- Big 4, regional or combination experience preferred

Please Contact:
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