



Compliance Assistant

KWA is currently looking for highly motivated compliance assistant who enjoys working in a progressive-minded value-driven organization. We are looking for candidates with excellent organization and communications skills who are goal-oriented. Have the ability to prioritize conflicting demands, takes initiative. Some of the responsibilities of a collection assistant include.

- Review firm files for quality assurance purposes to verify work on the file was completed in compliance with client, firm and regulatory requirements;
- Assist in reviewing, drafting, and managing policies and procedures through the IPACS system to ensure policies and procedures are regularly updated, reviewed, and distributed to staff;
- Assist in reviewing, drafting, and managing letters and pleadings in the firm's MergeDoc system to ensure firm's letters and pleadings are regularly updated and reviewed;
- Assist with preparation of audit responses to clients;
- Assist with or conduct internal audits of departments and fellow employees;
- Prepare, conduct and/or document staff training;
- Conduct and/or document audits of KWA vendors;
- Ability to manage long and short-term deadlines;
- Assist with larger compliance projects as they arise;
- Able to maintain regular and consistent attendance at the Firm's worksite.

MISC

- Regular, dependable attendance and punctuality with reliable transportation.
- Proficient in Excel
- Hours 8:00am -5:00pm M-F with the ability to flex your schedule.
- Casual dress
- Paid time off (PTO): 1st year 2 weeks, 2nd year 3 weeks with a max of 5 weeks.
- 9 paid holidays
- Earn incentives through monthly contests.

Great work environment and attractive benefits package including health, FSA, HSA, dental, vision, disability, and life insurance, 401(k) Plan, paid holidays, paid volunteer time off, and generous paid time off (PTO) policy.

KWA IS AN EQUAL OPPORTUNITY EMPLOYER: Applicants are considered for positions without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, age, disability, veteran status, or any other consideration made unlawful by applicable federal, state or local law.