

## Program Compliance Manager

### Oklahoma Clearinghouse for Early Childhood Success

Reports to: Chief Executive Officer

Classification (FLSA): Full-time;

Exempt Salary Range: \$55,000-\$65,000

Revision Date: 06/21/2022

#### General Function

Under administrative direction of the chief executive officer, the program compliance manager will be responsible for performance monitoring oversight and fiscal accountability of funded Clearinghouse projects. The manager will develop and implement evaluation of projects and studies affecting critical areas of Oklahoma Partnership for School Readiness, specifically related to the work of the Oklahoma Clearinghouse for Early Childhood Success, to help drive strategy.

#### Essential Functions of the Job

- Leads the oversight of each contractor's project implementation and special initiatives related to OPSR's Clearinghouse for Early Childhood Success; projects may focus on one aspect of a particular program or the program as a whole.
- Provides technical guidance/analysis to the CEO regarding possible solutions, potential benefits, drawbacks and impacts of courses of action.
- Creates, coordinates and reviews with CFO and other compliance manager accounting policies and procedures, as well as a detailed process for claim submission, review, and reimbursement for project contractors.
- Confers with OPSR administrative personnel, staff from other state and federal agencies and community partners regarding special projects and studies.
- Identifies, monitors and communicates project-related issues, risks, scope changes, variances and contingencies that may arise during implementation of the project, including preparation of correspondence and reports detailing information pertaining to assigned subject matter.
- Adheres to regulatory reporting guidelines and deadlines
- Evaluates information compiled; identifies and recommends solutions or courses of action based on factors such as attainment of project goals and objectives, cost effectiveness and compliance with pertinent legal and regulatory guidelines.
- At least quarterly, conducts compliance monitoring for each Clearinghouse Project and interprets these reports to CEO and OSRP board.
- Facilitates remediation of monitoring findings by training the contracted staff of the Clearinghouse Project to make course corrections and improve outcomes.

- Participates as a member of various committees to identify and study problems or subjects and makes appropriate recommendations to management staff; works with administrative personnel of OPSR to study and resolve problems.
- Organizes and conducts project team meetings to communicate project status and/or changes to stakeholders at all levels;
- Supervises, mentors, guides and coaches assigned staff.
- Performs related work as required and assigned.

### **Complexity of Skills and Abilities**

- Knowledge of managing multiple projects and of the principles and practices involved in planning, organizing and coordinating activities; of analysis and evaluation techniques; and of report writing and presentation.
- Organized, inquisitive, innovative problem solver with the ability to perceive, understand and interpret facts quickly and precisely.
- Ability to work independently and to coordinate a wide variety of activities.
- Interpersonal skills necessary to provide positive solutions to complex and diverse issues involving employees, contractors and partners involved in the project.
- Skill in communicating clearly and concisely, both orally and in writing; in analyzing complex and sensitive situations and making appropriate recommendations; and establishing and maintaining effective relationships with state officials, employees and the public.
- Diplomacy as a necessary soft skill (will work with diverse stakeholders and contractors to deliver monitoring assessments to guide and improve project objectives, evaluation, and fiscal accountability.) A compliance manager must explain in layman's terms the nature of a problem, offer a correction plan, invite contractors to provide solutions and then monitor for remediation.
- Strong understanding of state and federal laws pertaining to the spending and oversight of public dollars.
- Stays abreast of technology advancements, and can offer a work history of preventing, detecting and remediating compliance violations.

### **Physical and Travel Requirements**

- At least 50%, primarily by car.
- Occasional travel required during evenings and weekends.
- Occasional lifting up to 25 lbs., bending, and kneeling throughout the day
- Prolonged standing, sitting, and walking
- Valid Driver's License and Auto Insurance Coverage

### **Preferred Minimum Qualifications**

Completion of the requirements for a master's degree and five (5) years of professional level experience in human services, early childhood, program management and evaluation, or in closely related work including three (3) years in an administrative or supervisory capacity;

**OR**

An equivalent combination of education and experience. NOTE: No substitution is permitted for the required administrative or supervisory level experience.

**To apply, send a resume and cover letter to [cwilliams@okschoolreadiness.org](mailto:cwilliams@okschoolreadiness.org).**