

COMPLIANCE ASSOCIATE

Manage and oversee all audit and compliance priorities, Corporate Communication, external documentation and the Clarifire document management program. Actively support IT Operations team with day to day operational and support activities. As a Compliance Associate, candidate will ensure that the company's employees comply with all guidelines, management directives, and human resource policies and procedures. They also make sure that staff members conform to industry practices and professional standards in all activities.

Responsibilities:

Including but not limited to:

- Assist in managing the day to day operations of the internal IT Operations team to ensure proper coverage and support.
- Ensure the timely and consistent updating of materials and documentation relating to internal audit and compliance standards (i.e., SOC 2 Type II).
- Manage the ongoing vendor relationship with Clarifire's external third party audit firm to ensure the successful completion of our annual audit attestation and assist with control mapping across other compliance standards and frameworks such as HIPAA/HITRUST, FISMA, NIST 800-53 Rev 4, PCI-DSS, ISO27001/2, COBIT 5, etc.
- Identify gaps and areas for improvement in regards to policies, procedures, standard practices, and training programs to ensure company compliance with applicable federal, state, and client security standards.
- Own the overall coordination of all internal policies and procedures, including updates, and internal publishing.
- Act as a liaison on corporate priorities, initiatives, and strategies, between internal business and operations teams.
- Report and partner with executive team on all corporate communication activities and compliance, audit, and governance initiatives.
- Manage all internal audit and compliance activities (i.e., monthly, quarterly, semi-annual, and annual audit processes).
- Lead and adhere to internal audit standards, groups, functions/ roles (i.e., Risk Management, Change Control, Corporate Executive Steering Committee, Controlled Document Management Program, etc.)
- Create and publish internal corporate communications on a variety of subjects/topics via the internal CLARIFIRE portal announcement site.
- Assist business development team in the drafting of technical responses to RFPs/RFIs.
- Manage and lead efforts required to respond to all 3rd party vendor requested audits, onsite visits, assessment questionnaires, and remediation, including providing compliance specific support documentation.
- Maintenance and creation of technical documentation to be used in response to RFPs/RFIs and audit/assessment requests.

- Maintain and own the corporate document management policies and all related procedures.
- Composing of Operations project reporting and submission to executives.
- Coordination and assistance in compiling of level of efforts and estimates for new work or project opportunities.
- Manage multiple competing priorities in a fast-paced environment.
- Work with internal and external stakeholders to assess security requirements, and approve/modify designs as needed.
- Safeguards the confidentiality of Clarifire by exercising discretion in communicating information to clients and internal staff, and in handling ANY client data and similar confidential items.
- Report the status of development, quality, operations, and system performance to senior management/executives.

Skills/Qualifications:

- 3 – 5 years' experience in communications, documentation, technical writing, and/or compliance
- 3 years' experience leading compliance attestation reviews, audits and supplier reviews with third party audit firms and clients.
- 3 – 5 years' experience working closely with or for a technical organization, the candidate should understand technical terminology and the different technical functional roles (i.e. Database Administrators, Application Support, Network Services, Information Security, Developers, System Engineers, etc.)
- Prefer candidate to possess a current Certified Information Security Auditor (CISA) certification through ISACA.
- Excellent verbal and written communication skills.
- Skilled use of Adobe, Microsoft Excel, Microsoft Word, Outlook, Visio, SharePoint, and PowerPoint.
- Ideal candidate will be team-orientated, proactive, and optimistic.
- Ability to work cross-functionally to achieve corporate strategies and goals, solve complex problems.
- Excellent time management and organizational skills with a keen eye for detail.
- Highly competent and discreet in judgment when handling items of confidentiality.
- Ability to simplify and report on complex technical functions and risks to senior management.
- Working knowledge of and experience in policy and process creation and management.



Clarifire

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