

# Compliance Analyst



## Benefits:

- Competitive compensation
- Medical, Dental, and Vision insurance
- 401(k) Retirement Savings Plan with substantial company match
- Life and Travel Insurance
- Tuition Assistance
- Wellness Reimbursement Program
- Paid Holidays and Vacation

## What is a Compliance Analyst?

This staff level role is part of Central Hudson's Enterprise Content Management (ECM) team and supports the company's ECM Program by overseeing compliance activities related to electronic content.

## What does a Compliance Analyst do?

- Participate in ECM team initiatives to achieve compliance with the company's records management policy
- Assist ECM team in assessing system efficiency, compliance gaps and opportunities to apply best practices in the company's ECM system
- Work with employees and contractors throughout the company to increase understanding and compliance with ECM and Records Management policies
- Implement improvement projects at the direction of the ECM Program Manager
- Maintain folder hierarchies and classifications for assigned business units by working with content owners and Records Management
- Coordinate disposition processing for assigned business units at the direction of Records Management
- Work and coordinate with IT personnel in the documentation and performance of key processes and controls to meet SOX compliance requirements
- Perform other duties as required and assigned.

## What does it take to be a Compliance Analyst?

### Required:

- A Bachelor's degree is required. In lieu of a Bachelor's degree, an Associate's degree and at least 3 years of experience in Business Analytics, IT Compliance, IT Risk Management, or Corporate Records Management.
- Strong analytical, organizational, and quantitative skills required.
- Strong computer skills, including a high level of proficiency with Microsoft Office products.
- Ability to work in a deadline-oriented, fast-paced environment is required.
- Ability to work individually or as part of a group on special projects is required.
- Well-developed written/verbal communication skills are required.
- Proven interpersonal, facilitation, negotiation, and problem / resolution skills.
- Well-developed written / verbal communication and presentation skills, planning and organizational skills are required.
- Must be able to work with minimal supervision.
- Must have the ability to adapt to a variety of assignments.
- Valid driver's license is required.

### Preferred:

- A Bachelor's Degree in Computer Information Systems, Computer Science, Information Security, Information Assurance, Management Information Systems, Library Science, Data Analytics, Business Analysis, Economics, Statistics or another relevant field is preferred.
- Familiarity with industry recognized records and information management best practices.
- Applicable IT and/or records management certifications.

Applications will be accepted until **07/30/2019**. Please go to [www.centralhudson.com/employment](http://www.centralhudson.com/employment). Click the "Search Career Opportunities" button. Follow the directions to submit an application and upload your resume for the desired position. **Applications sent via e-mail and US Mail will not be accepted. No phone calls or agencies, please. All replies will be held in strict confidence.**

*All qualified applicants will receive consideration for employment and will not be discriminated against on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, or protected veteran status. Central Hudson Gas & Electric Corporation takes affirmative action in support of its policy to employ and advance in employment individuals who are minorities, women, protected veterans, and individuals with disabilities.*

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