

Missing Person's Report: Compliance Coordinator



Description

The Compliance Coordinator position with Master Networks Headquarters is a multi-faceted challenging position on our team. This position requires someone with the skills to multi-task and manage several core functions. This position coordinates paperwork for compliance of regional entities and our non-profit organization. He/She will also oversee general HR functions, such as employee and contractor paperwork and agreements.

To be successful in this position, this person will need to work independently to meet deadlines, while collaborating with other team members. Communication with the team and external vendors regarding challenges and brainstorming solutions is necessary to maintaining a cohesive work environment. You will need extensive experience with MicroSoft Products and web research.

We are a growing company and work in a fast-paced environment. Speed of implementation is our motto! We rely on collaboration and team work along with independence, to complete our tasks and reach goals.

Responsibilities

There are four major areas of responsibility:

1. Manage Regional Paperwork
 - ✓ File annual paperwork for each Master Networks entity
 - ✓ Create and update regional paperwork
 - ✓ Track changes to regional ownership
2. Oversee the use of funds for Master Networks Shares non-profit
 - ✓ Review requests for funds from Master Networks Shares
 - ✓ Coordinate and document disbursements of funds from Master Networks Shares
3. Coordinate paperwork for tax preparation
 - ✓ Work with our accountant to ensure accurate information is provided.
4. Maintain employee and contractor files
 - ✓ Document and track submission of payroll forms: W-2, W-9, Direct Deposit

Compensation

Salary based on experience.

Location

Master Networks Headquarters in Plano, TX.

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