
Job Description: Compliance Officer

Location: Dallas, TX

Company Description

CORE-CCO Services, LLC (CORE) is a premiere Texas-based compliance services provider to private fund firms across the U.S. CORE provides customized, high-touch outsourced compliance resources and expertise to private fund managers, including hedge funds, private equity funds, venture capital funds, real estate funds, oil and gas funds, other alternative investment funds and select private wealth managers.

Position Summary

The Compliance Officer will work as integral part of client teams together with Senior Compliance Officers, Compliance Associates and Analysts to deliver exceptional compliance services. The Compliance Officer will have extensive interaction with clients and will develop a deep knowledge of client businesses to provide compliance expertise and high-touch, customized and proactive compliance services that enable clients to focus on their area of expertise and leverage CORE to build and administer a strong compliance program. The Compliance Officer will conduct critical compliance monitoring and testing of client compliance programs, draft annual compliance review reports, compliance manual updates and other key documents.

The Compliance Officer will also be called upon to analyze and summarize new regulatory developments, develop and deliver compliance training and tools, as well as speak at industry events and participate in client development activities. The Compliance Officer will work closely with senior management and other compliance professions within CORE to expand their knowledge and expertise of the private fund industry, investment adviser regulatory and compliance requirements, and will have opportunities to grow and advance within the firm as his/her knowledge, skills, experience, and enthusiasm permit.

Requirements

Candidate must have 3-10 years compliance and regulatory expertise in the Investment Advisers Act and federal securities laws, as well as strong working knowledge of the private fund industry and unique compliance needs of private fund managers. The position requires excellent communication skills, a proactive diligent work ethic, and the ability to effectively participate or lead client meetings, represent CORE professionally and engender confidence and goodwill with clients. The position requires attention to detail, excellent organizational skills, time and workflow management, and the ability to work effectively on multiple client engagements concurrently. The ideal candidate will need to be able to quickly shift from one client to another and stay organized and focused.

This position requires both the ability to work individually with limited supervision and the ability to work collaboratively with our team of compliance professionals and effectively train and help develop Compliance Associates and Analysts. The candidate needs to be a responsible, self-starter who can organize and complete client work within required deadlines and pursuant to client commitments and anticipate client and CORE needs and work proactively to meet such needs.

Compensation, Benefits & Work Environment

Salary and incentive compensation will be competitive and reflective of the candidate's education, experience and expertise and will include opportunity for discretionary bonus based on profitability of the firm. Competitive health benefits; unlimited paid time off; retirement savings plan. Monday-Friday flexible schedule; professional office setting in thriving Dallas Uptown neighborhood with possibility of remote work. Some travel will be required throughout the United States. Comprehensive internal training program for ongoing professional development and opportunity to participate in industry associations and networking events.