

Job Description: Compliance Analyst / Intern

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 is a boutique compliance practice that provides customized, high-touch outsourced compliance resources and expertise to private fund managers, including hedge funds, private equity funds, real estate funds, oil and gas funds, other alternative investment funds and select family offices and private wealth managers.

Opportunity

A CORE Compliance Analyst/Intern has the unique opportunity to learn the private fund industry and SEC compliance practice from veteran SEC and industry experts, mid-level seasoned compliance professionals and other dedicated junior team members in an inviting and rewarding atmosphere. CORE is a fast-paced, high-energy firm dedicated to providing excellent proactive, high-touch expert service. We are committed to maintaining a family-friendly, fun, work-life balanced environment. We value team members who are easy to get along with, work collaboratively with each other, and do not take themselves or others too seriously. CORE succeeds when our team is given opportunities to grow and develop their expertise and skills with the firm. We thus offer a comprehensive internal training program for professional development.

Position Summary

- Assist a CORE client services team in helping client complying with regulatory requirements.
- Work closely with a CORE client services team to learn the private fund industry, general regulatory and compliance requirements, and clients' businesses and compliance programs.
- Serve as part of a client service team by working together with compliance associates and a compliance officer to help organize and deliver exceptional compliance services.
- Maintain compliance calendars and checklists, organize, track and review firm and employee compliance reporting, complete hands-on tasks and testing used in monitoring clients' compliance with policies, procedures, and regulations.
- Assist with preparatory work toward preparing regulatory filings.
- Provide general support and assistance for whatever needs arise at CORE. Coordinate and help administer specific projects.

Candidate Requirements

- Pursuing a Bachelors or advanced degree in Finance, Business, Economics, Accounting, or another Humanities/Human Services field with a strong interest in financial services
- Anticipated graduation date between fall term 2023 and summer term 2024
- Strong experience with MS Suite (Word, Excel, PowerPoint, etc.)
- Ability to analyze and document both business and technical processes
- Ability to organize and prioritize multiple tasks
- Willingness to learn new procedures and applications
- Ability to handle confidential information, work with limited supervision, and collaborate with other team members
- Able to work part-time, on location (not remote) from our home office in Dallas, TX
- Able to work in the U.S without sponsorship