

**ARKANSAS CAPITAL CORPORATION
POSITION DESCRIPTION**

POSITION TITLE: COMPLIANCE ANALYST

Exempt (Y/N): Yes
SUPERVISOR: Vice President – Compliance

DEPARTMENT: Project Finance

SUMMARY

Arkansas Capital Corporation (ACC) is a private, nonprofit special project finance company formed in 1957 to empower entrepreneurs and stimulate economic growth.

ACC is seeking a Compliance Analyst to provide support for its subsidiary, Heartland Renaissance Fund (HRF), a Certified Development Entity that has received \$425M of the CDFI Fund's New Markets Tax Credits (NMTC) since 2003. HRF provides flexible, below-market rate financing to projects focusing on creating quality jobs and catalytic economic growth in distressed communities. This position will work closely with the HRF Vice President to advance the NMTC lending activities and to support borrowers to ensure compliance with CDFI Fund program requirements.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Pipeline Development, Loan Servicing and Portfolio Management

- Assist with the collection and management of loan intake forms and required due diligence items.
- Assist with NMTC Loan servicing, including interest, fee and tax payments, and in coordination with Finance Team, process loan payments and distributions.
- Assist with preparation of risk ratings for the NTMC portfolio.
- Facilitate project site visits.
- Assists with the preparation of investment memos and presentations for internal Loan Committee, Advisory Board and Governing Board.
- Assists with the opening of all required bank accounts.
- Maintain loan files on all projects.

Compliance and Reporting

- Collects compliance reporting from Sponsors/Borrowers to ensure reporting is completed on time and in accordance with all reporting requirements.
- Assist in preparing the organization's annual NMTC and CDFI-FA reporting submission to the CDFI Fund.
- Assist with accounting and financial reporting, including preparation of work papers for annual financial audits and tax filings for auditors, and financial and related reports to investors.
- Supports preparation of annual reporting to AERIS, Opportunity Finance Network, CDFI and NTMC Coalitions.
- Collect and enter annual community impact reporting for each project for the CDFI-FA and NMTC programs.

This list of duties and responsibilities is not intended to be all-inclusive and may be expanded to include other duties or responsibilities that management may deem necessary from time to time.

Strong project management skills, attention to detail, and the ability to manage multiple assignments and meet deadlines.

Self-starter experienced in demonstrating a high level of aptitude for customer service and problem solving.

Excellent communication skills, both written and verbal, and a passion for our mission.

Strong computer skills with proficiency in Excel.

Budget Responsibility: \$ N/A Annual dollars

Facilities and Equipment Responsibility: \$ N/A Total value

EDUCATION AND EXPERIENCE

Bachelor's degree (B.A. or B.S.) from four-year college or university and two (2) years of related experience and/or training.

LANGUAGE SKILLS

Ability to read, analyze, and interpret common financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to effectively present information to top management, public groups, and/or boards of directors.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as interest, proportions and percentages. Ability to apply concepts of basic algebra.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions.

CERTIFICATES, LICENSES, REGISTRATIONS

None required.

INTERNAL COMMUNICATIONS

Regular contacts with CEO, President, Vice President Compliance, Vice President of Community Development, Accounting/Bookkeeping, Technical Support and with other departments as needed.

EXTERNAL COMMUNICATIONS

Regular contacts with Borrowers, Bankers, Attorneys, CPAs, and other outside representatives as needed.

USE OF EQUIPMENT AND/OR COMPUTERS

Must be proficient in the use of a personal computer, calculator, copier, and other standard office equipment.

OTHER SKILLS AND ABILITIES

Ability to utilize both internal and external resources to obtain information and data necessary to carry out routine assignments and special projects. Must have ability to establish and maintain effective working relationships with management and staff.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

While performing the functions of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk and sit. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.