

Job Title: Accredited Business Compliance Specialist

Reports to: Standards & Compliance Manager

Supervises: N/A

Full-time position, Monday-Friday

Position available for remote work, depending on location.

The role of the Accredited Business Compliance Specialist is to ensure that a business meets Code of Business Practices as outlined by the International Association of Better Business Bureaus (IABBB) and once approved, continues to meet the Code of Business Practices. This position involves the cultivation and maintenance of positive relationships with Accredited Businesses. It also serves as a liaison between the business and licensing agencies (if applicable) to ensure compliance.

Responsibilities

Follow established procedures in order to process applications with deadlines; process involves inquiry pertaining to Code of Business Practices checklist

Communicate with prospective Accredited Business during the application approval process– both phone and written communication

Communicate with businesses that are currently non-compliant with policy to facilitate their compliance

Update data on BBB Business Profiles

Attend vetting department meetings and other BBB meetings as scheduled

Contribute to internal policy guidelines for consistency

Ensure accountability, productivity and meet deadlines

Perform inquiries pertaining to Code of Business Practices checklist for current Accredited Businesses

Undertake other related duties as required

The statements contained herein reflect the principal function and most significant duties of the job but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other areas to cover absences or relief to equalize peak work periods or otherwise balance the workload.

Qualifications

Integrity and strong work ethic

Effective interpersonal skills

Exceptional written and verbal communication skills

Hardworking, persistent and dependable

Positive and enthusiastic attitude

Collaborates effectively with others

Competencies

Proficient in Microsoft Office
Strong Ethical Standards
Driven to Succeed
Results Driven
Problem Solving/Analysis
Business Acumen
Strategic Thinking
Customer Focus
Technical Capacity
Communication Proficiency

Benefits

Employer IRA contribution
Dental insurance
Disability insurance
Health insurance
Life insurance
Generous paid time off, including work anniversary, birthday
Vision insurance
LifeLock identity theft protection

Compensation

The Accredited Business Compliance Specialist will receive a competitive wage with the opportunity for future growth.

At BBB, we embrace diversity and strive to create an inclusive environment that provides all team members the opportunity to thrive. We foster a culture in which our differences are celebrated; our differences are what make us a Better Business! We are proud to be an Equal Employment Opportunity and will not discriminate based on race, color, gender, gender identity, religion, sexual orientation, national origin, age, marital status, disability status, citizenship status, veteran status, or any other characteristic prohibited by local, state, or federal law. Discrimination, retaliation, or harassment based upon any of these factors is inconsistent with our core values and will not be tolerated.

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The Better Business Bureau (BBB) is the leader in advancing marketplace trust. The Better Business Bureau Serving the Midwest Plains is adding an Accredited Business Compliance Specialist to its team. The ideal candidate should be a committed and ethical person possessing excellent customer service skills. They will be responsible for ensuring compliance with BBB Code of Business Practices standards while collaborating with businesses to ensure their adherence to these policies. Additionally, they will be responsible for ensuring consistency in the application of International Association of Better Business Bureau (IABBB) standards as well as internal BBB policy to facilitate the timely approval of applications. Depending on the location of the candidate, the position is available for remote work.

BBB offers a competitive wage with opportunities for growth. A full benefits package is offered, which includes health, dental, vision, generous PTO and an employer-matching IRA contribution.

BBB seeks:

A person with a robust ethical framework, driven to steer a team towards accountability and productivity.

A person who is open to different interpretations of policy while developing an internal policy guideline to ensure consistency.

A person who can effectively work with various personality types.

Comprehension of policy and its execution.

The Better Business Bureau Serving the Midwest Plains is a mission-driven organization focused on helping consumers and business leaders. Please email resume to careers@bbbinc.org