

## Compliance Analyst

### Summary of Duties:

Reporting directly to the designee of the Chief Audit and Compliance Officer, plans, coordinates and monitors practices, procedures and policies adherent to current company standards. Implements and continually updates internal processes to ensure laws and regulations applicable to Metra are complied with and documented. Monitors compliance with federal contracts, federal grants and other railroad funding sourcing. Maintains thorough documentation of compliance programs. Monitors internal processes to ensure laws and regulations are followed. Identifies areas of organizational risk and non-compliance. Performs other related duties as assigned to meet the ongoing needs of the organization.

### Minimum Acceptable Qualifications:

- Bachelor's degree.
- Must have three (3) years of experience in government compliance, corporate compliance, operations management and/or a related field.
- Ability to research and understand applicable laws and regulations.
- Knowledge of rules, regulations and procedures of regulatory agencies or funding agencies is preferred.
- Excellent oral and written communications skills, and reporting and analytical skills are essential.
- Must be proficient in Microsoft Office Suites.

**All employees are responsible for performing his/her job safely, and in accordance with the safety objectives, goals and program of the organization, ensuring compliance with applicable safety rules and regulations.**

### Other Important Information:

- Subject to a physical examination/drug test and background check to verify information regarding education, employment history, vehicle and criminal history.
- Only resumes with salary history will be considered.
- Only qualified candidates will receive consideration.
- Relocation is not available for this position.

**If you are interested in applying for a position at Metra, please send your cover letter which must include the position title, your resume and salary history to:**

E-mail: [jobs@metrarr.com](mailto:jobs@metrarr.com)

Metra is an Equal Opportunity/Affirmative Action Employer. It is our policy to fill vacant positions with qualified candidates without regard to race, color, sex, religion, national origin, age, or disability, assuming an individual can perform the essential functions of the job with or without accommodation.

Metra / 547 W. Jackson Blvd. / Chicago, IL 60661