

# Brooks Job Posting

## Compliance and Budget Coordinator

*Brooks, located in San Antonio, Texas, is one of the most innovative, master-planned developments in the United States. Founded in 2001, Brooks City Base, now known as Brooks, was created by the United States Congress, the State of Texas and the City of San Antonio to redevelop a former United States Air Force Base.*

*Brooks is a governmental entity created by the State of Texas and owns, operates and develops Brooks. There is in excess of \$300 million in infrastructure and vertical construction projects nearing completion, with an additional \$100 million plus of construction projects in various stages of closing.*

*Brooks offers excellent premium health benefits for you and your family and great retirement matching.*

*If you are looking for an opportunity where you can live, work learn and play, this is the job for you! Come and be a part of a very unique organization where you can play a huge role in the success story of Brooks!*

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**SUMMARY OF PRINCIPAL & MAJOR RESPONSIBILITY:** Responsible for aiding in the analysis and maintenance of the organization's compliance program. Coordinate with team lead to identify and ensure the completion of specified compliance work plans and objectives to ensure timely compliance of all contract requirements of the organization. Identify issues and makes recommendations to improve compliance practices. Responsibilities also include assisting in the preparation of the organization's numerous operating, capital, and enterprise budgets.

## **PRINCIPAL DUTIES AND RESPONSIBILITIES (Essential Functions):**

### **Compliance:**

- Models Brooks Core Values
- Analyze, develop, implement, and maintain a compliance program based on a review of the organization's document library.
- Coordinate with staff and outside agencies to ensure compliance requirements are met on a consistent and timely manner.
- Independently reviews and maintains the organization's document library.
- Revise compliance programs as necessary to meet changing needs of the organization.
- Complies with federal, state, and local legal requirements by studying existing and new legislation; enforcing adherence to requirements; advising management on needed actions.
- Enhances compliance department and organization reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.
- Stay current on industry standards by continuing education, reading publications, talking with peers and joining professional groups.

### **Budget:**

- Gathers and organizes data from assigned enterprises and departments within the organization with a focus on reviewing results, monitoring variances, and identifying trends.
- Reviews forecast models against enterprise budgets based on key indicators, increasing accuracy of short- and long-term cash flow estimates.
- Input financial and budget data into spreadsheet so management can pull budget reports; providing reliable conclusions that management can use to implement more effective financial strategies.

- Monitors the performance of departments against budget estimates, reviews operating and capital budgets periodically to analyze trends affecting budget needs and ensure adherence to accepted enterprise budgets.

**Other Functions**

- Special projects, as assigned
- Any other duties, as required.

**JOB SPECIFICATIONS:**

**Required Knowledge, Skills, and Abilities** (Requirements are representative of minimum levels of knowledge, skills, and/or abilities.)

- Able to work independently.
- Computer literate. The ability to effectively use the Microsoft Office suite of programs, in particular Word, Excel, PowerPoint, and Outlook is preferred.
- Must have the ability to read and interpret contract documents of all types.
- Able to look for ways to improve and promote quality and demonstrate accuracy and thoroughness.
- Able to willingly make timely decisions while exhibiting sound and accurate judgment.
- Able to anticipate and solve problems and resolve issues.
- Able to work and foster harmonious working relationships with co-workers.
- Able to plan, develop, and coordinate multiple projects.
- Possess strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.
- Able to speak clearly and persuasively in positive or negative situations, demonstrates group presentation skills and conducts productive meetings.
- Able to espouse high ethical standards and expect the same from all others in the organization.

**Education, Training and Experience**

- Bachelor's degree in contract management, business, finance, or related field preferred.
- A minimum of 3-5 years of experience in a related field with experience in contract compliance, contract management, finance, or business administration.

**Licenses and Certifications**

- None required
- CCEP a plus

**Computer Software (Essential/Required)**

- Microsoft Suite
- Ability to learn new software applications

**Please Submit Resume to:**

[jobs@livebrooks.com](mailto:jobs@livebrooks.com)

**NO PHONE CALLS PLEASE**