



Greyline is a fast-growing international regulatory consulting firm, with offices across the United States and in London. Our clients are primarily registered investment advisers, including traditional advisers, mutual fund managers, private equity firms, hedge funds and venture capital firms.

We are currently looking to hire a **Vice President** with excellent organizational skills and the ability to multi-task. This is an ideal opportunity for someone who likes to work in a fast-paced environment and interact with a diverse client base.

Location:

This position can be fully remote, but we would prefer the candidate to work in one of our offices in San Francisco, Dallas/Fort Worth, New York City, Chicago or Boston once pandemic restrictions are lifted. While working remotely, the candidate must reside in California, New York, New Jersey, Connecticut, Texas, Indiana, Tennessee, Kentucky, Pennsylvania, Michigan, Illinois, Washington or Massachusetts.

Responsibilities:

- Provide oversight and assistance in the day-to-day support and the development, implementation and maintenance of compliance programs for a variety of financial services firms, including but not limited to:
 - Development and implementation of compliance policies and procedures, including taking a proactive approach to ensuring policies are implemented;
 - Conduct annual compliance reviews and internal control testing;
 - Prepare and submit annual and quarterly regulatory filings;
 - Oversee the monitoring of clients' employees' personal trading and electronic communications;
 - Assist clients in organization and maintenance required books and records;
 - Provide onsite training to clients regarding regulatory requirements and best practices;
 - Continuously monitor relevant regulatory changes and assist clients in developing internal controls accordingly.

- Register clients as broker-dealers and/or investment advisers with the appropriate regulatory bodies;
- Assist in conducting mock regulatory exams;
- Assist in providing SEC and FINRA exam support;
- Proactively provide practical, business-friendly solutions for esoteric regulatory issues.

Requirements:

- Undergraduate degree required;
- 3 – 5 years of compliance-related experience;
- Excellent written and verbal communication skills;
- Experience with compliance program development and maintenance;
- Independent self-starter, as well as a collaborative problem solver;
- Strong research skills;
- Ability to multi-task across a range of projects with constantly shifting priorities;
- Management experience preferred.

Additional Requirements:

The following requirements must be met by a teammate to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Job Functions and Physical Demands

- While performing the duties of this job, the employee is regularly required to stand, sit, talk, hear and use hands and fingers to operate a computer and telephone keyboard reach.
- Specific vision abilities required by this job include close vision requirements due to computer work.
- Light to moderate lifting is required (e.g. transporting laptops).
- Maintain regular and punctual attendance.
- Travel overnight as required.
- Commute to/from firm office(s) and client locations as needed.
- Work cooperatively and collaboratively with others.
- Comply with all company policies and procedures.

Work Environment

- Moderate noise (i.e. business office with computers, phones, printers and light traffic)

- Ability to work in a confined area
- Ability to sit at a computer terminal for an extended period of time
- Ability to work in varied work environments, including mobile (e.g. working from a laptop during travel or client visits instead of at a formal workstation).

Applicants should email their resume to hr@greyline.co.

EEOC: Greyline provides equal employment opportunity to all individuals regardless of their race, color, creed, religion, gender, age, sexual orientation, national origin, disability, veteran status or any other characteristic protected by U.S. or UK law.