



Greyline is a fast-growing 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. The firm's culture is collaborative, entrepreneurial, and innovative.

We are currently looking to hire a **Compliance Associate** with excellent organizational skills and the ability to multi-task.

Work Location: On-site at Greyline's office in San Francisco, Dallas, New York City or Boston.

Responsibilities: Primarily, an associate is responsible for providing day-to-day support in the development, implementation and maintenance of compliance programs for a variety of financial services firms, which includes but is not limited to:

- Develop and implement policies and procedures for clients in accordance with the client's regulatory requirements.
- Lead discussions with clients around testing areas, review findings and recommendations.
- Participate in compliance training for clients.
- Assist in conducting quarterly testing and annual compliance reviews of our clients' compliance program.
- Understand and explain key regulatory rules and how best to practically implement them.
- Remain up to date on relevant regulatory changes and advise clients accordingly.
- Prepare registration filings with the appropriate regulatory bodies for management review.
- Assist in conducting mock regulatory exams.
- Assist in providing SEC and FINRA exam support.
- Prepare and submit annual and quarterly regulatory filings (including, without limitation, Forms ADV, PF, 13F, 13H, and PQR) independently.
- Proactively provide practical, business friendly solutions for regulatory issues.

In addition, associates are expected to:

- Complete firm administrative tasks in a timely and accurate matter. This includes expense reporting, time reporting and performance reviews.
- Be an active member of internal initiatives.
- Promote a culture of collaboration, inclusion and diversity.

Requirements:

- Undergraduate degree required
- 3+ years of compliance related experience or law school degree
- Working knowledge of SEC, NFA or FINRA rules and regulations is a plus
- Excellent written and verbal communication skills
- Self-starter and collaborative problem solver
- Strong research skills
- Ability to multi-task across a range of clients with different Greyline teams with constantly shifting priorities

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 state, federal, or local law.