**Chief Compliance Officer – Part Time (New York, NY)**: Our client, a growing private equity firm, is eager to bring on an experienced compliance professional to join their lean team in a part time/work from home capacity.

Key Points:

* Very stable platform with sticky money and long-term investments
* Collaborative and diverse environment
* Opportunity to own all areas of compliance while still maintaining excellent work/life balance

Responsibilities:

* Maintain and handle regulatory issues that arise with regulators and maintaining US specific regulatory filings (Form PF, ADV, 1 & 2); review marketing materials for compliance
* Conduct annual compliance reviews; utilize an email archiving service to review email correspondence as it relates to compliance
* Manage reporting and compliance review of investment allocations, expenses, valuation political contributions, outside business activities, gifts and entertainment, personal trading and conflicts of interest by utilizing SchwabCT; review cost allocations among affiliated entities in reference to SEC concerns
* Conduct mock SEC exams; manage other ad-hoc compliance duties as necessary

Qualifications:

* 7-12 years of relevant compliance experience within the asset management space; bachelors degree required
* Experience preparing and submitting primary U.S. regulatory filings; proactive, approachable with the ability to operate effectively with little supervision
* Must be comfortable working in a fast-pace environment with strong attention to detail; excellent communication skills with the ability work with the team in a constructive manner
* Strong regulatory researching skills; prior experience assisting registered investment advisers with SEC examinations or mock examinations is not required but is a plus