



POSITION: Compliance Attorney
DEPARTMENT: Compliance

JOB RESPONSIBILITY SUMMARY:

The Compliance Attorney plays a critical role in ensuring that Custom Design Benefits exercises due diligence and sound internal controls to operate with integrity and minimize legal risk. The position is primarily responsible for ensuring adherence to all reporting and compliance requirements to which Custom Design Benefits is subject by operation of federal, state or local law, or by contract. Interpreting applicable federal, state and local laws and regulations, assisting in the development of compliance policies and procedures for programs administered or created by Custom Design Benefits, and providing legal assistance and support to Custom Design Benefits on a broad range of compliance related legal issues.

ESSENTIAL FUNCTIONS:

- Prepares, reviews, negotiates and manages commercial agreements, third party vendor agreements, service agreements, consulting agreements, and confidentiality agreements. Identifies and communicates issues and risks for agreements and collaborates and negotiates mitigation strategies.
- Maintains knowledge of, and ensures company's compliance with all employee benefit-related aspects of the Patient Protection and Affordable Care Act, the Internal Revenue Code, ERISA and other relevant laws as they affect employee welfare benefit plans, and be able to communicate findings and recommendations clearly and succinctly, in layman's terms.
- Researches regulatory and compliance matters; interprets federal and state statutes applicable to the services administered by company, and either solely, or in conjunction with outside legal counsel, coordinates and recommends appropriate courses of action.
- Manages preparation of all ERISA compliant documents on behalf of Plans.
- Manages daily activities and training of Compliance Coordinator.
- Supports compliance efforts by preparing monthly compliance articles for brokers, employers and prospects.
- Maintain annual compliance checklist to be used with self-funded employers.

ESSENTIAL SKILLS AND EXPERIENCE:

- JD Degree from an ABA accredited law school.
- Admission to the Bar.
- Exceptional written, verbal, and presentation communication skills, including strong contract drafting skills.
- Ability to translate complex legal principles to management and other line function personnel.
- Ability to meet deadlines on multiple projects as well as ability to converse effectively with all levels of employees.

Qualified candidates should send a cover letter, resume and salary expectations to careers@customdesignbenefits.com.