

**Poudre Valley Rural Electric Association, Inc.**  
**Job Description**

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**POSITION:** Risk Management & Compliance Administrator  
**DEPARTMENT:** Safety and Human Resources  
**REPORTS TO:** Vice President, Safety & HR  
**CLASSIFICATION:** Full-time (Salary, Exempt)

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**POSITION SUMMARY**

The Risk Management & Compliance Administrator is responsible for overseeing and coordinating activities related to grant reporting and compliance, corporate insurance programs, claims management, and general risk management administrative functions. This role ensures organizational adherence to regulatory requirements, mitigates risk exposure, and supports the Association's strategic objectives through effective reporting and documentation. This role also provides administrative support to Human Resources ensuring accurate recordkeeping, compliance with employment regulations, and smooth execution of HR processes.

**ESSENTIAL JOB FUNCTIONS**

*Assigned with or without reasonable accommodation.*

- **Prepare and submit timely and accurate grant reports:** Collect, analyze, and synthesize data from various departments to ensure all grant reports meet funding agency requirements. Collaborate with project leads and various partners to track milestones, expenditures, and outcomes, and proactively address discrepancies or compliance issues.
- **Monitor compliance with grant terms, conditions, and regulations:** Establish and maintain a compliance calendar to track reporting deadlines and regulatory changes. Conduct periodic internal reviews to verify adherence to grant stipulations and communicate updates or corrective actions to stakeholders.
- **Maintain documentation and records for audits and internal reviews:** Organize and safeguard all grant-related documentation, including contracts, correspondence, and financial records. Prepare audit-ready files and respond to auditor inquiries with comprehensive supporting evidence.
- **Administer corporate insurance programs:** Oversee policy renewals, endorsements, and certificates of insurance. Evaluate coverage adequacy and recommend adjustments based on organizational risk assessments and operational changes.
- **Serve as the point of contact for insurance carriers and brokers:** Facilitate communication between the Association and insurance providers, negotiate terms, and resolve coverage issues. Coordinate annual reviews and ensure all insurance documentation is current and accessible.
- **Manage claims processing, documentation, and follow-up:** Initiate and track insurance claims, gather necessary documentation, and liaise with adjusters to expedite resolution. Maintain a claims log and analyze trends to inform future risk mitigation strategies.
- **Assist in identifying, assessing, and mitigating organizational risks:** Conduct risk assessments across departments, develop risk registers, and recommend mitigation strategies. Lead risk awareness initiatives and training sessions for staff.
- **Maintain risk management databases and reporting systems:** Ensure all risk-related data is accurately entered and regularly updated. Generate periodic risk reports for executive review and support strategic decision-making.

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- **Support internal audits and compliance initiatives:** Collaborate with audit teams to review safety, liability, and financial risk controls. Implement audit recommendations and monitor progress toward compliance objectives.
- **Maintain accurate employee records in HR systems:** Ensure all personnel files are up-to-date, including employment contracts, certifications, and performance reviews. Protect sensitive information in accordance with privacy regulations.
- **Support HR reporting, benefits administration, and policy updates:** Prepare regular HR reports on workforce metrics, assist with benefits enrollment and changes, and help draft or revise HR policies to reflect regulatory updates.
- **Respond to employee inquiries and provide general HR administrative assistance:** Serve as a resource for employees seeking information on HR policies, benefits, or procedures. Address routine questions and escalate complex issues to HR leadership as needed.

**STANDARDS OF EXCELLENCE**

*These duties reflect the cooperative's mission and purpose, and they are required of all employees:*

- Work according to the safety rules and company policies as adopted by PVREA and is responsible for own safety and reports all accidents in accordance with Association policies.
- Adhere to the cybersecurity policies, procedures, and practices as adopted by PVREA and is responsible for participating in cybersecurity training and awareness exercises.
- Exhibits integrity and demonstrates ethical behavior in everyday business conduct.
- Support the strategic goals of the organization in accordance with the Association's Strategic Plan.
- Interact with all departments of the Association as well as with members, the general public, other utility personnel, governmental agencies, and equipment vendors in a kind, courteous and professional manner.
- Collaborate effectively and successfully with fellow employees to achieve department and company-wide goals and build a team-focused environment.
- Assist in the emergency restoration of facilities during storms or general outages.
- Regular and predictable attendance are essential functions of the position.
- Performs other duties within capabilities as directed by supervisors.

**JOB QUALIFICATIONS**

**Education and/or formal training needed:** Bachelor's degree in business administration, finance, risk management, or related field; or equivalent combination of experience, education and training which demonstrates the ability to perform the duties and responsibilities as described are required

**Experience needed:** Minimum of three (3) years of grant compliance, insurance administration, and/or risk management experience; electric utility or cooperative experience strongly preferred.

**Knowledge, skill and abilities needed:**

- Familiarity with regulatory requirements and reporting standards is necessary.
- Ability to interpret and apply rules and guidelines from agencies, including the USDA, Rural Utilities Service (RUS), Colorado Energy Office, and the U.S. Department of Energy (DOE).
- Experience in corporate insurance programs and claims handling.



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- Certification in risk management or compliance is a plus.
- Strong organizational and analytical skills.
- Excellent written and verbal communication.
- Proficiency in Microsoft Office Suite and database management systems
- Ability to leverage technology for risk identification and reporting
- Strong attention to detail and accuracy.
- Ability to manage multiple priorities and meet deadlines.
- Strong problem-solving and decision-making skills.
- Ability to handle confidential information with discretion.
- Strong interpersonal skills and the ability to work effectively in a team environment.

**Drug/Alcohol:** A drug/alcohol test is administered to all job offer recipients, as well as a background check.

**Driving:** Must possess a valid Colorado Driver's License and operate a company non-DOT vehicle.

**Mental Demands:** This employee must be able to work well with the public, Association members, and other Association employees. This employee needs to be able to remember what was done and schedule and prioritize future work, stay alert even when the work is repetitious, and work well with detail. Mental abilities necessary to competently perform this job include problem solving, alertness, precision with figures, analytic ability, speaking ability, memory, concentration, judgment, writing ability and reasoning. Initiative and patience are also useful.

**Physical Demands:** This employee must be capable of performing the Essential Job Functions of the position with or without reasonable accommodation:

- Fifteen percent of the time each day is spent walking, 5% standing, and 80% sitting.
- Lifting or carrying approximately 20 pounds is done frequently when handling documents.
- On occasion it is necessary to push and pull approximately 10 pounds when opening and closing file drawers.
- Reaching is done frequently when filing, answering phones, and getting papers, books or printouts from overhead shelves or drawers.
- Arm, hand and finger dexterity is needed to operate keyboards and write.
- Talking and hearing normal conversation is done constantly when communicating on the phone or in person.
- Visual dexterity is necessary when looking from print to screen.

### **MATERIALS AND EQUIPMENT USED**

General office equipment, including but not limited to calculator, personal computer, telephone, copy machine and all general office equipment.

### **WORKING CONDITIONS**

This job is performed inside an office building at normal temperature ranges. The estimated noise level is 50-90 decibels.

### **COMPENSATION**

The starting annual salary range for this position is \$98,000 – \$103,000 (DOQ)

*Actual compensation offered to the candidate may vary outside of the posted hiring rate based upon work experience, education, and/or skill level.*



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**BENEFITS**

- Medical, prescription and dental insurance with 100% employer paid premiums
- Health Savings Account
- Defined benefit pension plan
- 401(k) plan
- Life insurance
- Paid holidays, vacation, and sick leave
- Wellness programs
- Tuition reimbursement
- Employee assistance program

**NOTE:** This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job.