



Job Title: Compliance Auditor  
Department: Legal  
Reports to: Associate Counsel

### **COMPANY OVERVIEW**

Leave the shirt & tie routine at home and come work for a progressive energy services company offering natural gas and electricity services across the country. The energy industry is booming and XOOM is growing right along with it. The fact is, when you join XOOM Energy, the opportunities for professional and personal development have very few boundaries. We're looking for individuals that are **ready** for a challenge, **willing** to jump in and be a team player and **able** to make a difference.

### **JOB DESCRIPTION**

This position will be responsible for the management of XOOM's Operational compliance with regulatory requirements, which will include conducting internal audits to ensure compliance. Specific responsibilities include:

- Staying abreast of changes to regulatory requirements
- Preparing internal audits of XOOM functional areas per the regulatory requirements of each state where XOOM provides gas or electric service
- Identify XOOM deficiencies per the audits conducted and preparing compliance plans for areas where deficiencies exist
- Preparing reports as may be required for XOOM Senior Management and/or Board of Directors regarding internal audits conducted
- May perform other tasks as needed

### **KNOWLEDGE, SKILL SET & QUALIFICATIONS REQUIRED**

- BA/BS in Business Administration or other related field and 1 – 2 years of experience with conducting audits and preparing deficiency plans
- Experience with reviewing and interpreting Federal and State regulations
- Experience in retail energy preferred but not required
- Highly developed computer literacy skills including Excel, Visio, PowerPoint, and Access

- Excellent verbal and written communication skills
- Ability to manage multiple tasks and deliverables at one time
- Excellent people skills

**To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**