



JOB DESCRIPTION

Job Title: Compliance Analyst
Department: Compliance
Reports to: Compliance Officer

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

- Identify and prepare technical reports by collecting, analyzing, and summarizing information and trends
- Work with functional counterparts to ensure regulatory compliance (Finance, Operations, Sales and Marketing)
- Monitor in-take of customer complaints
- Interact with Channel Partners and Channel Partner Managers to verify enrollments; investigate customer complaints; ensure compliance with XOOM standards and requirements
- Track customer complaints from PUCs, utilities, customer care and other regulatory bodies
- Utilize multiple corporate repositories and databases to extract information
- Develop advanced level databases, queries, and reports
- Analyze business system configuration data to identify advanced patterns of suspicious activity and other issues that represent risk
- Perform other duties as assigned

KNOWLEDGE, SKILL SET & QUALIFICATIONS REQUIRED

- Strong investigative skills
- Analytical problem-solver
- Well-organized and thorough, even under pressure.
- Enjoy working within a target-driven team environment
- Ability to thrive in a small company environment and in a dynamic market where each week brings new challenges
- Energy, motivation, enthusiasm, and integrity are musts

- College degree or equivalent work experience preferred
- Background in compliance or consumer affairs
- Proficient in Microsoft Office with an emphasis on Excel

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.

Please send your resume to xoomcareers@xoomenergy.com