

CORPORATE GOVERNANCE, COMPLIANCE & FEDERAL · JD-EMK-10

Compliance & Risk Officer

JD NUMBER	JD-EMK-10
FLSA STATUS	Exempt
EEO CATEGORY	Professionals
REPORTS TO	President & CEO
LOCATION	Emmonak, AK (primary) — Phoenix, AZ remote accommodation at the President & CEO's discretion where a qualified candidate cannot be sourced locally
SUPERVISES	N/A
DEPARTMENT	Compliance

POSITION SUMMARY

The Compliance & Risk Officer (CRO) is responsible for developing, implementing, and maintaining Emmonak Corporation's enterprise compliance program, risk management framework, and regulatory oversight function. The CRO ensures the corporation and all subsidiaries operate in conformity with federal, state, and tribal laws, SBA 8(a) program requirements, government contracting regulations (FAR/DFARS), environmental statutes governing fuel operations, and employment law. This role leads internal compliance reviews, manages regulatory agency relationships, and proactively identifies and mitigates business risk.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Develop and maintain an enterprise compliance program covering government contracting, environmental, employment, and corporate governance requirements.
- Monitor and interpret regulatory changes affecting Emmonak Corporation's 8(a) program, Buy Indian Act eligibility, FAR/DFARS compliance, and fuel operations.
- Conduct annual internal compliance audits across all business units; report findings and corrective action plans to the CEO and Board.
- Manage the corporation's SBA 8(a) annual review submissions, eligibility certifications, and mentor-protégé documentation.
- Oversee environmental compliance for tank farm operations, including EPA SPCC plan maintenance, state DEC permit compliance, and spill response planning.
- Maintain corporate policies, procedures, and training programs to ensure staff awareness of legal obligations.
- Serve as primary point of contact for regulatory inspections, audits, and government compliance inquiries.
- Administer the corporate ethics hotline, investigate compliance complaints, and report outcomes to executive leadership.

- Manage corporate insurance portfolio, including general liability, commercial auto, workers' compensation, and contractor performance bonds.
- Support legal counsel on contract review, government claims, protests, and litigation risk.
- Advise the CEO and VP Operations on risk exposure in new business pursuits, joint ventures, and capital projects.
- Prepare and maintain a corporate risk register with mitigation strategies updated semi-annually.

REQUIRED QUALIFICATIONS

- Bachelor's degree in Law, Business, Public Administration, or a compliance-related field (JD or Master's preferred).
- Five (5) or more years in compliance, risk management, or legal roles; experience with government contracting highly preferred.
- Knowledge of FAR/DFARS, SBA 8(a) regulations, EPA SPCC requirements, OSHA, and employment law.
- Strong analytical, writing, and presentation skills.
- Ability to build and maintain relationships with regulatory agencies and legal counsel.
- Advanced proficiency in Microsoft 365 (SharePoint, Teams, Outlook, Excel) for policy management and audit documentation.
- Familiarity with Granite Records Management or a comparable compliance / records platform is required.

PREFERRED QUALIFICATIONS

- Juris Doctor (JD) degree or Certified Compliance & Ethics Professional (CCEP) certification.
- Experience with ANCSA compliance, tribal regulatory frameworks, or Alaska state agency relationships.
- Prior service as compliance officer for an Alaska Native Corporation or federal 8(a) contractor.
- Familiarity with PHMSA bulk fuel storage and transportation regulations.
- Experience with Export Administration Regulations (EAR) or ITAR for defense-related subsidiaries.
- QuickBooks Online familiarity for financial-controls review.

POSITION FLEXIBILITY & GROWTH

This position description is not exhaustive. The employee is expected to perform other duties and responsibilities as required to support Emmonak Corporation's operations, its shareholders, and the communities it serves. Responsibilities and duties will evolve based on acquired skills, completed training, business needs, and opportunities identified by leadership. This position offers growth opportunities within Emmonak Corporation and the Emmonak Family of Companies for employees who demonstrate initiative, reliability, and continued professional development.

PRE-EMPLOYMENT SCREENING

Employment is contingent on the satisfactory completion of a pre-employment background check and drug screening. Continued employment is subject to periodic and reasonable-suspicion drug and alcohol testing in accordance with Emmonak Corporation policy and applicable federal contracting requirements (including DOT, FMCSA, and federal awarding-agency standards where applicable). Candidates must consent to these screenings as part of the application process.

PHYSICAL REQUIREMENTS & WORK ENVIRONMENT

Physical requirements	Primarily sedentary office role. Occasional site visits to tank farm and store operations. Must be able to travel to Emmonak, AK for compliance inspections and regulatory meetings.
Work environment	Primary duty station is the Emmonak, AK corporate office. A Phoenix, AZ remote accommodation may be permitted only at the President & CEO's discretion where a qualified candidate cannot be sourced locally. Access to controlled compliance records requires periodic on-site presence in Emmonak.

EQUAL OPPORTUNITY & ANC HIRING PREFERENCE

Emmonak Corporation is an Equal Opportunity Employer. All qualified applicants receive consideration for employment without regard to race, color, religion, sex, national origin, disability, veteran status, or any other characteristic protected by law. Pursuant to ANCSA Section 7(b) and corporation policy, Alaska Native and American Indian shareholders and their descendants receive hiring preference where permitted by law. Emmonak Corporation exercises shareholder hiring preference consistent with ANCSA Section 7(i) revenue-sharing obligations and applicable federal law. Alaska Native shareholders and lineal descendants of shareholders are encouraged to apply and receive preference in hiring decisions for comparable qualifications.

Emmonak Corporation is an Alaska Native-owned 8(a)-pursuit firm and a Buy Indian Act-qualified Indian Economic Enterprise. ANCSA shareholders and descendants receive lawful hiring preference in accordance with 43 U.S.C. § 1626(g).

EMPLOYEE ACKNOWLEDGMENT	SUPERVISOR APPROVAL
Signature	Signature
Printed name	Printed name
Date	Date