

Compliance Analyst

Americas (hybrid)

The Compliance Analyst responsible for internal and client-facing compliance duties related to the classification and verification of independent contractors, including, but not limited to evaluation, review, IC restructure – acting as escalation point for clients and contractors when initial classification results require review, development and maintenance of electronic IC defense documents and hard copy billing documents, monitoring and follow-up of pending IC project action items, responding to client and IC inquiries, additional duties as required by business needs.

What you'll get to do:

- Independent contractor classifications
- IC restructures
- Six-month evaluations
- Maintenance and management, training research, customer support
- Daily checking and following-up with contractors for documents and next steps
- Build electronic audit defense compliance files and keep them updated with new documentation
- Create billing files
- Resolve email and telephone inquiries relating to documentation, SOW's, POs, invoice payments, consolidated billing etc.
- Work with new clients and our internal teams to implement compliance programs
- Additional duties and responsibilities as required by business needs

Skills and experience we value:

- Bachelor's degree required
- Strong organizational skills with the ability to effectively multi-task to handle multiple projects and competing priorities
- Self-motivated individual that works well independently and within a team – must be comfortable working with varied groups (i.e. executive management, internal teams, clients and contractors)
- Attention to detail with an ability to meet tight timelines
- Positive and energetic phone skills, excellent listening skills, strong writing skills
- The highest level of integrity
- Proficient with standard corporate productivity tools (email, voicemail, MS Office)
- Experience with Canadian independent contractor compliance and T4 employee classification a plus

Benefits and location:

- The compensation range is: \$48,000 - \$55,000 annualized, depending on relevant experience
- The current delivery team is based in several states. Our preference for this position is a candidate either in Mountain or Pacific Time or who can work those hours
- Eligible for variable compensation plan based on performance and company goals
- Paid vacation, sick days, and holidays
- Medical, dental, and vision insurance
- 401(k) retirement plan



- Voluntary life insurance
- Flexible Work Program (work from home and hybrid options)
- Many more ancillary benefits

How to apply:

Send your cover letter and resume to recruiter@people20.com and reference the job title and location.

About People2.0

People2.0 is the world's largest global employer of record (EOR) and agent of record (AOR) services platform, created exclusively to serve the talent ecosystem, including staffing agencies, search and recruiting firms, individual recruiters, mass talent procurement organizations, and compliance, contracting, and consulting companies.

People2.0 enables talent providers, large and small, to place anyone in any work arrangement, anywhere—simply, quickly, and compliantly. Our global team is dedicated to helping our customers expand their value proposition, optimize opportunities to access the global talent pool, and create a borderless world of unlimited growth for their business. [People20.com](https://people20.com)

People2.0 is committed to providing equal employment opportunities to all associates and applicants without regard to race, color, national origin or ancestry, citizenship status, religion, sex (including pregnancy, lactation, childbirth or related medical conditions), sexual orientation, physical or mental disability, age, veteran status, uniformed servicemember status, gender identity, genetic information (including testing and characteristics) and any other characteristic prohibited by federal, state or local law. Our commitment to equal opportunity employment applies to all persons involved in our operations and prohibits unlawful discrimination by any employee, including supervisors and co-workers.

In furtherance of this commitment, the Company is committed to providing a work environment that is free of prohibited harassment. As a result, the Company strictly prohibits sexual harassment and harassment against applicant and employees based on any legally recognized status, as defined above, or any other status protected by federal, state, or local laws.