



NEW HAMPSHIRE RETIREMENT SYSTEM

CAREER OPPORTUNITY INTERNAL COMPLIANCE ANALYST

Interested and qualified applicants please submit resumes to the NHRS Human Resources team via email at careers@nhrs.org

Position Title: Internal Compliance Analyst

Date Established: 7/1/2026

Functional Area: Legal

Date of Last Amendment: 7/1/2026

Reports to: Chief Legal Counsel

Bargaining Unit Status: In Unit

NHRS Position Band : L

Status: Nonexempt

Hiring Range: \$84,000-\$100,000

Full Salary Range: \$79,287-\$119,398.50

Supervises: None

SCOPE OF WORK

Responsible for the administration and coordination of NHRS's compliance and regulatory oversight program. Conducts independent analysis of federal and state laws, regulations, Internal Revenue Code requirements applicable to governmental retirement systems, New Hampshire RSA 100-A, and internal policies and procedures. Leads compliance reviews, risk assessments, policy development efforts, and implementation of legislative and regulatory changes to ensure organizational compliance and preservation of NHRS's status as a qualified governmental pension plan under Internal Revenue Code Section 401(a). Serves as an internal compliance subject matter expert and provides recommendations to management regarding compliance risks, internal controls, and operational practices.

ACCOUNTABILITIES

- Under the direction of the Chief Legal Counsel independently analyzes the operational impact of legislative, regulatory, and operational compliance issues.
- Develops recommendations regarding internal policies, procedures, controls, and business practices.
- Monitors proposed and enacted legislation, regulatory developments, and compliance requirements to identify risks, assess organizational impacts, and support implementation efforts.
- Leads organization-wide compliance reviews, and risk assessments to evaluate adherence to statutory, regulatory, and internal policy requirements.
- Develops and monitors corrective action plans and compliance controls to address identified risks and operation deficiencies.

- Participates in the development, maintenance, and communication of policies, procedures, and compliance controls designed to preserve NHRS's status as a qualified governmental pension plan under Internal Revenue Code Section 401(a).
- Prepares compliance analyses, reports, recommendations, and training materials related to statutory compliance, employer reporting requirements, post-retirement medical subsidy administration, and other regulatory and operational compliance matters.
- Reviews NHRS staff implementation of RSA 100-A with respect to provisions of the Internal Revenue Code and other federal statutes.
- Monitors RSA 100-A for compliance as to form and content with Code requirements applicable to qualified governmental plans.
- Performs various systems testing and provides related systems assessment and utilization recommendations.
- Assist in preparing bill briefs and fiscal note worksheets.
- Other appropriate and related duties as assigned by supervisor.

MINIMUM QUALIFICATIONS

Education: Bachelors Degree with major study in public administration, accounting, human resources, business administration or other related course of study. Each additional year of formal education may substitute one year of required experience.

Experience: Five years of experience in accounting, insurance or employee benefit coordination, or other relevant experience, Each additional year of relevant experience may substitute one year of required formal education; although preference will be given to applicants who possess a minimum of an associate's degree in one of the above specified subject areas.

License/Certification: Valid driver's license.

SPECIAL REQUIREMENTS

- Provides significant input into strategic and tactical decisions and is the subject matter expert on role specific technical issues.
- This position may require some in-state travel and the ability to work a flexible schedule, including periodic evening hours.

RECOMMENDED KNOWLEDGE, SKILLS, AND TRAITS:

- Managerial know how and leadership ability.
- Interpersonal skills; ability to motivate, lead, convince; act respectfully in the treatment of all staff, members, stakeholders, and members of the public.
- Possesses or has the capability to gain expert-level in-depth knowledge and understanding of NHRS employer-related operations, relevant statutes, retirement/pension business systems and technology applications.
- Strong demonstrable skills in all facets of communication (written, oral, interpersonal, presentational).

- Strong problem-solving ability and resolution-focused approach.
- Flexibility and adaptability and ability to work well under tight time deadlines in a fast-paced environment.

PHYSICAL REQUIREMENTS:

- The employee must have the ability to maintain regular, punctual attendance consistent with the ADA, FMLA and other federal, state, and local standards.
- Communicate with others to exchange information (Constantly)
- Analyze accuracy, neatness, and thoroughness of the work assigned. (Constantly)
- Requires computer responsibility which involves extensive use of keyboard, mouse and monitor, and repeat motions that include the wrist, hands, and/or fingers. (Constantly)

WORK ENVIRONMENT/CONDITIONS:

- Dayshift hours primarily, although overtime may be required to meet project deadlines.
- Physically able to participate in training sessions, presentations, and meetings.
- Work related assignments on weekends are possible.