



WILLIAM GRANT & SONS

ROLE PROFILE

Job Title	Government Compliance Manager
Business Unit / Group Function	ODC
BU Team / Sub-Function	US Finance
Location	Edison, NJ
Team Leader	Government Compliance Director
Team Members	Yes
Job Level	4A
Role Purpose	<p>Manage and lead WG&S's TTB, FDA & CBP daily import and export activities in a compliant, efficient and cost-effective manner while demonstrating understanding of the basic federal regulatory principles pertaining to Alcohol beverages. Support the Director of Government Compliance in ensuring compliance with all federal agencies with jurisdiction over imported/exported products. Ensure duties, taxes and fees are paid accurately and timely to the government. Supervise and monitor the work of the team members.</p>
Accountabilities	<ul style="list-style-type: none">• Oversee and manage the timely preparation of customs entries, ISF filings, CBMA reports and refunds, payment of excise taxes, duties and fees; review and preparation of import documentation, providing a compliant and efficient service to the US ODC; maintain records of all import/export files and government returns; all as required to support the ODC's business objectives.• Ensure strong levels of compliance in the delivery of functional services to the ODC• Assign and maintain correct US HTS & FDA product classifications.• Obtain approval for permits, labels and formulas required to lawfully operate business• Troubleshoot and problem solve issues relating to shipment delays and discrepancies with government agencies and vendors; resolve tax payment and reconciliation issues.• Support the Director of Government Compliance in recruiting, managing, training, and developing the government compliance team. Lead direct reports in line with the Director of Government Compliance's strategic vision for the function.• Communicate, enforce, and maintain department policies and procedures to ensure compliance with Government regulations.• Manage filing of semi-monthly storage & productions reports to the TTB. Manage reconciliation entry, and CBMA process with US Customs & the TTB.• Conduct routine audits of bonded inventory and import declarations.• Respond to CF28s and other inquires receive from CBP, TTB, FDA, etc.• Provide support for strategic projects, department training, and mentorship.• Other duties as assigned by leader
Created by:	Will Payne
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INDEPENDENT FAMILY
DISTILLERS SINCE 1867

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