

About the Alberta Funeral Services Regulatory Board (AFSRB)

The Alberta Funeral Services Regulatory Board (AFSRB) is the regulatory authority designated by the Government of Alberta to administer the *Funeral Services Act* and its associated regulations. We are a small but dedicated team—comprised of two full-time and two part-time professionals—committed to maintaining high standards across the funeral services industry.

Our core mandate is to protect consumer rights by promoting transparency, professionalism, and accountability within the sector. We support a fair and informed marketplace through the enforcement of ethical business practices, robust educational standards, and consistent regulatory oversight.

Our Work Environment Offers:

- Flexible working hours
- A collaborative and respectful workplace culture

Please note: This is a part-time position and will not meet the needs of individuals seeking full-time employment.

Position Title: Compliance Officer (Part-Time)

Reports to: Executive Director

Location: Alberta (Remote with travel required)

Position Summary:

The AFSRB is seeking a part-time **Compliance Officer** to support its regulatory functions. Reporting directly to the Executive Director, the Compliance Officer will be responsible for ensuring licensee adherence to the *Funeral Services Act* and related policies.

Key responsibilities include conducting compliance reviews of licensed funeral services businesses according to established criteria. These reviews involve evaluating documentation such as contracts, licenses, and financial reports, as well as verifying other legislative requirements are met. The Compliance Officer will work collaboratively with AFSRB staff and licensees to resolve instances of non-compliance and ensure corrective actions are taken in a timely and appropriate manner.

The ideal candidate demonstrates high ethical standards, sound judgment, and reliability. Excellent communication, conflict resolution, and discretion are essential, along with a strong understanding of administrative fairness principles.

This is a part-time, flexible position with no set hours. However, site visits must be conducted during regular business hours. The successful candidate is expected to prioritize this role and manage their workload independently. This position is ideally suited for individuals who are semi-retired or seeking flexible, part-time professional work.

Key Responsibilities:

- Conduct compliance reviews of funeral services businesses across Alberta
 - Demonstrated ability to understand and apply legislative and policy requirements
 - Evaluate documentation including contracts, licenses, trust records, and pre-need financial reports
 - Identify non-compliance issues in a constructive, solutions-oriented manner
 - Prepare accurate, well-documented inspection and compliance reports
 - Communicate regulatory expectations to licensees with clarity and professionalism
 - Maintain confidentiality, professionalism, and neutrality in all interactions
 - Liaise effectively with staff, stakeholders and the public
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Required Skills and Abilities:

- Demonstrated ability to conduct regulatory or compliance reviews
 - Strong understanding of relevant legislation and policy application
 - Excellent conflict resolution and problem-solving skills
 - Ability to work independently and make sound decisions based on risk, policy, and legislation
 - Exceptional interpersonal and analytical skills
 - Effective verbal and written communication, including technical report writing
 - Comfortable in all operational areas of funeral service businesses
 - Proficient in Microsoft Office and capable of learning proprietary systems
 - Flexible and adaptable in a dynamic regulatory environment
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Qualifications and Requirements:

- Minimum of five (5) years of relevant experience or a combination of education and experience
- Post-secondary education in a related field preferred
- Experience in a regulatory or investigative role considered an asset
- Must not be licensed under the *Funeral Services Act* or affiliated with any funeral services business
- Must possess a valid Canadian non-GDL driver's license and have access to a reliable vehicle

- Ability to travel throughout Alberta, including occasional overnight stays
 - Must be legally entitled to work in Canada
 - A satisfactory security clearance and a clean driver's abstract are required as conditions of employment
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Application Instructions:

Interested candidates are required to submit a cover letter and résumé. The cover letter should clearly demonstrate how your qualifications and experience align with the position requirements.

We thank all applicants for their interest. Only candidates selected for an interview will be contacted.