

Davis Polk & Wardwell LLP (including its associated entities) is a global law firm with more than 900 lawyers in offices in New York, Northern California, Washington DC, São Paulo, London, Paris, Madrid, Hong Kong, Beijing and Tokyo. For more than 165 years, the firm has advised industry-leading companies and global financial institutions on their most challenging legal and business matters. Our firm is ranked among the world's preeminent law firms across the entire range of its practice and our lawyers are ranked in the top tier of their respective fields. Our non-legal professional staff share the same commitment to excellence and client service that has long been the hallmark of our firm.

Job Description

Job Title	Manager – EDGAR/Compliance
Department	EDGAR/Compliance
Reports to	Director of Legal Support Services
FLSA	Exempt
Work Schedule	Monday – Friday, 9:30 a.m. to 5:30 p.m. Must be flexible and willing to accommodate Firm's needs, including working occasionally on weekends, late nights and holidays.
Position Summary	<p>The Manager of the EDGAR/Compliance department ("EDGAR Manager") is responsible for the overall performance and development of the department. Supported by the department's Assistant Manager and Coordinator, the EDGAR Manager ensures that the department maintains a high level of client service for both external and internal clients consistent with the brand of the Firm. The EDGAR Manager's responsibilities include: staying informed regarding developments in securities rules, regulations, and SEC policies as they relate to EDGAR filings; establishing and maintaining department operational policies and protocols; identifying the technological needs and strategy of the department; and working with the Assistant Manager to identify the training and development needs of department staff and to manage the team's performance.</p>
Primary Responsibilities	<ul style="list-style-type: none">• Maintain extensive knowledge regarding securities rules, regulations, and SEC policies relating to EDGAR filings, and adapt department operational policies and protocols as appropriate in response to any changes• Create and maintain harmonious relationships with SEC staff in the Office of Information Technology, the Division of Investment Management, the Division of Corporate Finance, and the Office of Financial Management

- Provide assistance to external and internal clients on questions relating to EDGAR filings and related SEC policies
- With the support of the Assistant Manager and Coordinator, oversee daily operations of department, ensuring client needs and deadlines are met, and act as escalation point for any operational issues that arise
- Oversee the maintenance of the EDGAR database and department Wiki to ensure information is accurate, relevant and current
- Identify technological needs of department, and work with outside vendors and IT to ensure needs are met
- Identify departmental hiring needs and work with HR to recruit, interview, and onboard new hires
- With the support of the Assistant Manager, identify departmental training needs and develop training programs
- Manage annual review process and make compensation recommendations
- Assist with department budgeting, and monitor and assess the financial performance and productivity of the department
- Monitor department compliance with firm policies
- Foster a positive, engaged, and inclusive team culture within the department
- Exceptional interpersonal skills and strong leadership skills
- Extensive knowledge of securities rules, regulations, and SEC policies relating to EDGAR filings
- Commitment to maintaining an exceptional level of client service
- Ability to effectively communicate with various constituencies, including regulatory staff, external and internal clients, department staff, and other Firm colleagues
- In-depth knowledge of various conversion tools and methods, including GoFiler, and general knowledge of XBRL including structure, purpose, and relevant regulations
- Knowledge of SEC and FINRA technology
- Ability to work in a fast-paced, deadline-driven and client-facing environment
- IT-related experience and/or knowledge of HTML/ASCII coding languages a plus

**Key Competencies/
Position Requirements**

Education and/or Experience

Ideal candidates will have: (i) a four-year college degree; (ii) extensive knowledge of securities rules, regulations and SEC polices relating to EDGAR filings; (iii) a minimum of five years' experience in a managerial or supervisory capacity; (iv) a minimum of five years' experience in a law firm environment; (v) proficiency with multiple major conversion applications; and (vi) an established track record of successfully leading diverse groups of professionals in client service.

To Apply

Davis Polk offers a competitive salary and benefits. Please send a cover letter and resume to Jackie Nunez, Human Resources Manager, jackie.nunez@davispolk.com

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of essential functions, responsibilities or requirements.