

Davis Polk

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Job Description

Job Title	Specialist, EDGAR/Compliance
Location	New York
Department	EDGAR/Compliance
Reports to	Assistant Manager, EDGAR/Compliance
Exempt/Non-Exempt	Non-Exempt
Work Schedule	Sunday through Saturday, various shifts (overtime as required).
Position Summary	The EDGAR/Compliance Specialist is responsible for the conversion, revision and submission of SEC compliance documents.
Essential Duties and Responsibilities	<p>Typical responsibilities include, but are not limited to, the following:</p> <ul style="list-style-type: none">• Convert documents into SEC compliant format• Set up submission folders for filing purposes; verify form-type(s); validate filing codes; confirm documents meet SEC rule requirements; calculate filing fees and offsets where applicable; check funds availability; validate filings to ensure SEC EDGAR compliance; submit filings to SEC; complete billing• Revise and distribute EDGAR documents per clients' request• Provide assistance to clients and legal staff with EDGAR filing matters and questions
Qualifications/Position Requirements	<ul style="list-style-type: none">• In-depth knowledge of EDGAR conversion tools (GoFiler)• Knowledge of HTML coding techniques• XBRL – general understanding of its purpose; know how to validate XBRL files; know how to tag 8-K cover pages requiring iXBRL files and include XBRL files in other required form-types.• Knowledge of SEC compliance filing requirements• Ability to understand and apply existing SEC rules

- and regulations and keep abreast of rule changes
- Ability to manage a varied workload and meet deadlines
- Must be punctual and reliable
- Proficient in MS Word, Excel, PowerPoint, Outlook and other applications as needed
- Must be able to work collaboratively with lawyers and staff, demonstrating strong teamwork and a positive attitude
- Good written and verbal communication skills
- Ability to proofread typed material for typographical, spelling and grammatical errors
- Ability to work in a fast-paced, deadline driven and client facing environment
- Ensure confidentiality of all the Firm's and clients documentation and information

Education and/or Experience

- College degree
- Minimum of 3 years' relevant experience

Compensation

Commensurate with experience.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities and activities may change or new ones may be assigned at any time with or without notice.