



International Fuel Tax Association, Inc.
P.O. Box 24195
Tempe, AZ 85285

4/30/2026

IFTA, Inc. is hiring!

Title: **Regulatory Compliance Director**

Introduction

IFTA, Inc. is excited to announce we are looking for a dedicated individual to join our team to perform Program Compliance Review functions and some basic internal audit functions. This is a nationwide search, and the prospective employee can reside in any State.

This position is a full-time position working remotely from your home and you will report directly to the Executive Director.

The starting salary range is from \$60,000 – \$80,000 depending on experience with the potential for advancement in the future.

IFTA, Inc. offers a full range of benefits including paid vacation and sick leave, health insurance, dental and eye insurance, death benefit insurance, 401K with partial matching company contributions, and 12 paid holidays.

This position will involve some travel to attend our major events and Board meetings. Travel can occur anywhere in the United States or Canada.

A description of the job duties is included below.

IFTA, Inc.

IFTA, Inc. is a unique organization structured as a not-for-profit business that represents the 48 contiguous United States and 10 Canadian Provinces in the administration of fuel use taxes. The organization is incorporated in Arizona, but our team members work remotely from home in different locations. For more information on IFTA, Inc. please review our website and the “About Us” at www.iftach.org.

Specific duties

Program Compliance Review Functions

- Working with our IT Manager, Software Developer, Program Compliance Review Facilitator, and the Program Compliance Review Committee (PCRC), you will assist with the creation of reports that will assist our PCRC with verifying Program Compliance Review items and identifying potential member compliance issues.
- You will be communicating with and acting as a liaison between the PCRC and jurisdiction representatives with respect to obtaining supporting documentation and explanations for potential non-compliance issues.
- Utilizing internal reports and information obtained directly from jurisdictions, you will perform analytics to determine compliance with the various IFTA requirements.
- You will work closely with the PCRC Chair and Vice Chair to assist with Program Compliance Review tasks as needed.
- You will spend a large portion of your time reconciling and tracing transactions through our Clearinghouse system and correlating that information to jurisdictions audit reports, and licensee demographic information.
- Become familiar with various membership requirements contained in our governing documents and interpreting what is required.
- Participate in various committee meetings and IFTA, Inc. team meetings.
- Continuously evaluate our Program Review Processes and tools used to verify compliance and provide suggestions for improvements and enhancements.
- Work to resolve compliance issues with our member jurisdictions.
- Perform follow-up analysis to verify prior compliance issues have been corrected.

Internal Auditing Functions

- Perform certain internal auditing duties at the direction of the Executive Director. These include, but are not limited to, reviewing controls in place to safeguard the assets of the organization, ensure that the policies in place for the maintenance of financial accounts are effective and being adhered to, assess risks and report on strengths and weaknesses in policies.
- Independent verification and reconciliation of bank account and credit card transactions to supporting documentation.
- Assist the Director of Financial Services with the maintenance of financial accounts through QuickBooks or similar platform at the direction of the Executive Director.
- At the direction of the Executive Director, assist in the annual financial audit of IFTA, Inc.
- At the direction of the Executive Director, work closely with the Deputy Director and IT Manager on the periodic SOC Type audits conducted on IFTA, Inc.
- Assist the Executive Director in developing reports on the condition of records and controls for review by the IFTA, Inc. Board of Trustees.
- Other auditing, accounting, or other tasks as needed and requested by the Executive Director.

Qualifications:

- Minimal education requirement of a bachelor's degree in a business related field or an equivalent amount of education and experience.
- Prefer some experience or knowledge about the International Fuel Tax Agreement.
- Prefer knowledge and experience with various bookkeeping systems including but not limited to QuickBooks and Excel.
- Prefer knowledge and experience with the various Microsoft Office Products (Excel, Word, Outlook, Power Point).
- Possess good communication skills both written and verbal.
- Possess good time management skills.
- Able to work well in a team environment as well as individually with little supervision.
- Ability to multitask and meet deadlines.
- Able to work from home in a dedicated location without distractions.

Interested candidates should e-mail their resume and cover letter to cmartorana@iftach.org no later than May 31, 2026. The starting date for this position will be sometime after June 30, 2026 (negotiable).

A handwritten signature in blue ink that reads "Carmen Martorana Jr." with a stylized flourish at the end.

Carmen, Martorana Jr, CPA, MST
Executive Director, IFTA, Inc.
cmartorana@iftach.org