COMPLIANCE DIRECTOR – ENTERPRISE RISK

Department: Legal and Compliance
Reports to: SVP of Compliance
Contact: Lisa Boulden at lboulden@mortgageconnectlp.com
FLSA: Exempt

Position Summary
The Compliance Director for Enterprise Risk will support the compliance initiatives for the enterprise line by performing a number of activities related to the Company’s compliance and audit functions including, but not limited to, assisting with the ongoing administration and implementation of the compliance program, coordinating various compliance activities, including, testing, audit and risk assessments. This role has a strong focus on information security risk assessments and enterprise vendor oversight. Monitors compliance calendar, internal and external audits, new or amended policies and procedures, as well as overall compliance program administration. This position reports to the SVP of Compliance.

Essential Duties and Responsibilities

• Support Company’s efforts on all regulatory, corporate compliance, and client compliance examinations, including advance preparation, coordination of all information gathering between business units during the audit/exam and remediation actions
• Performs risk assessments for enterprise vendors through the use of a compliance management technology solution, including on-boarding of new vendors and ongoing monitoring of vendor qualifications.
• Coordinate and document periodic Executive Risk Committee meetings and document strategies and other compliance initiatives according to the priority established by the Executive Risk Committee.
• Coordinate with various levels of management across the enterprise including but not limited to Legal and Compliance, Information Security and Information Technology, Accounting and Finance, and Human Resources
• Participate in continuous process improvements and high quality standards with a focus on responsiveness to the internal/external customer and regulatory controls
• Maintain a repository of internal and external audits and responses and ensure remediation responses are timely and accurate.
• Oversee and manage physical security standards and implementation for all office locations.
• Draft and/or revise compliance policies and procedures, as requested
• Perform other projects and special assignments as requested

Qualifications
• Knowledge of risk assessment procedures for internal and external assessments.
• 10 years of relevant experience
• Self-starter with exceptional attention to detail
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- Proficient in MS Office

Language Skills
- Excellent written and verbal communication skills
- Ability to read, analyze and interpret law, common technical reports, and documentation
- Present information to internal management teams and clients, as necessary

Physical Demands
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell
- The employee must occasionally lift and/or move up to 25 pounds
- Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust

Work Environment
Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is exposed to weather conditions prevalent at the time
- The noise level in the work environment is usually moderate