

<b>Job Title</b>	Consumer Lending Systems Compliance Specialist
<b>Short Description</b>	Responsible for administrative and operating oversight of consumer lending origination systems, in order to ensure such systems and system related documents are in compliance with regulations. Acts as administrator and liaison with all vendors, systems, and system compliance officers essential to the credit union's ability to originate consumer loans via technology and document compliance for consumer loans only.
<b>Full Description</b>	<p>Major Duties and Responsibilities:</p> <p>Responsible for effective administration of software essential to the platform used for consumer loans and core system interfaces. Ensures that systems adhere to organizational values and procedures. Oversees lending software updates and upgrades and system functions supporting rates, automated decisions, required document processing and mapping, compliance and general maintenance of systems.</p> <p>Knowledge of systems compliance for all areas of consumer lending and any associated ancillary products to include GAP, warranty and credit life and/or disability. Is familiar with systems and general business operations to effectively understand regulatory, audit, and policy changes as they relate to documents and systems involved in consumer lending. Will ensure systems and system associated documents are in conformity with federal and state laws.</p> <p>Assists (leads and/or participates) in project teams with technical issues in the initiation, planning and implementation phases pertaining to or involving loan operation systems. These activities include definition of needs, benefits, and technical strategy; technical analysis and design; and support of operations staff in executing, testing and rolling out solutions.</p> <p>Works with Training to ensure information is shared with concerned and impacted individuals and departments, so systems users are aware, informed, and knowledgeable of changes in a timely manner.</p> <p>Assists Vice President of Consumer Lending and Consumer Operations Manager with routine day-to-day support of the Central Lending functions, when requested.</p>
<b>Education</b>	High School Diploma or equivalent
<b>Additional Comments</b>	<p>Experience: Minimum of three years of similar or related experience in a financial institution.</p> <p>Other Skills:</p> <p>Knowledge of loan policies, procedures, products, and services. The position is responsible for the following systems and/or vendor relationships: MeridianLink Opening Act, Equifax, Experian, NADA, and other systems interfacing with loan origination system and credit agencies. Additionally, this position will assist in system administration of Vintek, Cuna Mutual and State National.</p> <p>Position deals with a variety of problems and issues and must be able to decide and recommend which answer is best. Must be able to interpret and/or discuss information with others and regularly provide advice and recommend actions involving some complex issues.</p> <p>Community First is a Equal Opportunity Employer M/F/D/V</p>

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<b>Expiration Date</b>	10/31/2020