

Job Title	Compliance Program Manager
Short Description	<p>Reporting to the AVP Compliance, the Compliance Program Manager is responsible for implementation of the credit union's Compliance Management System. S/he will develop, evaluate, and implement policies and procedures associated with regulatory requirements throughout the credit union. S/he will develop, update, and monitor the compliance training program as well as develop and conduct reviews of compliance with regulatory requirements. The Compliance Program Manager will monitor changes to applicable laws and regulations and coordinate necessary changes to applicable processes, policies, procedures, and training courses. S/he will assess corporate projects and enhancements for conflicts with regulatory guidance. S/he will advise departments and management of compliance mandates, updates, potential regulatory risks, and penalties. The Compliance Program manager must demonstrate the ability to recognize compliance problems, risk and potential fraud.</p> <p>Practices safety conscious behaviors in all operational processes and procedures.</p>

Full Description	<p>Essential Functions:</p> <ul style="list-style-type: none">• Responsible for development and maintenance of the credit union's compliance training and testing program for applicable functional areas of the credit union to validate the level of compliance with all laws and regulations, including but not limited to Reg CC, Reg D, Reg E, Reg Z, RESPA, HMDA, Privacy Act, FCRA, ECOA, COPPA, Reg U, IRS Reporting, TISA and UCC. Document and maintain procedures and methodology for the compliance training program.• Coordinate with AVP Compliance to establish an annual Compliance Plan to review existing compliance requirements and mandated changes.• Coordinate completion of assessments by other Compliance Department staff.• Communicate and report testing results to AVP Compliance, credit union management, General Counsel and Audit Committee as warranted and track corrective action to make sure departmental owner implements requirement.• Assess departmental quality control processes and make recommendations for incorporation of compliance elements in existing programs.• Identify trends in non-compliance and make recommendations for training, procedures or other controls to improve compliance in the functional area.• Develop and perform compliance reviews upon request.• Demonstrate high level of ethical behavior in dealing with internal and external customers.• Demonstrate ability to recognize compliance problems, risk and potential fraud.• Balance workload to achieve the institution's corporate/department goals.• Initiate relationships with department leads and management to influence strong compliance standards and consideration of corporate risk.
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Other

- This description reflects management’s assignment of essential functions, it does not prescribe or restrict the tasks that may be assigned.
- This job description is subject to change at any time.

Required Minimum Qualifications:

- High School Diploma or equivalent.
- 3+ years’ working experience in a financial institution compliance environment or operational equivalency.
- Knowledgeable about conducting compliance research and creating/updating in-house compliance training.
- Well-organized, efficient, and able to work independently with multiple projects.
- Ability to work with all levels of management and staff and possess excellent oral and written communication skills.
- Detail-oriented to generate accurate and precise documents/disclosures.
- Ability to advise and consult Management of potential regulatory compliance risks and penalties.
- Ability to apply all compliance experience and knowledge to Credit Union products, services, policies, and procedures.
- Intermediate knowledge of Microsoft Word, Power Point, and Excel and Internet researching skills.
- Possess the following competencies: Creativity and Innovation, Decision Making, Interactive Communications, Relationship Building, Results Management.
- Complies with all Credit Union policies and procedures including those related to Bank Secrecy Act regulations.

Preferred Qualifications:

- Bachelor’s Degree in Business or related field.
- 4+ years’ working experience in a financial institution compliance environment or operational equivalency.
- 2+ years’ compliance research, compliance testing, and creating/updating in-house compliance training.
- Credit Union or Banking Compliance Certification.

Education	High School Diploma or equivalent
Additional Comments	https://deltacommunitycu.csod.com/ux/ats/careersite/15/home/requirement/2197?c=deltacommunitycu
Credit Union	Delta Community Credit Union
State	Georgia
Contact Name	Carmen Inman
Email	carmen.inman@deltacommunitycu.com
Phone	404-677-4581
Fax	
Expiration Date	01/06/2022