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# Example of Compliance Leader Job Description

Our company is looking for a compliance leader. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for compliance leader

* Interface with Corporate Services and Legal as needed to ensure timely delivery of all North America compensation matters
* Develop and manage tracking metrics and other reporting requirements
* Lead a team of approximately 8 associates dedicated to responding to compliance inquiries from branch teams
* Ensure the team is continuously meeting service goals and conduct oversight of team's work
* Attract, develop, and retain talent so that the department is adequately and professionally staffed
* Ensure team members receive the training and development needed to become effective team members
* Perform quality control on highly complex Bank Secrecy Act and Anti-Money Laundering investigations and reviews conducted by Bank Secrecy Act operations
* Review and investigate advanced and complex cases
* Manage the work flow, training, and performance of staff
* Retain a detailed understanding of the various computer systems used for performing and documenting the investigations

## Qualifications for compliance leader

* Demonstrable skills and experience in project management in quality system development and process improvement
* Demonstrable skills and experience in collaborations with stakeholders and labor partners in a team work and labor management partnership operational environment
* Demonstrable proficiency and experience in personal computer applications in document creation, statistical analysis, graphic display, and flow-charting
* Knowledge of California and Federal laboratory laws and regulations and major accrediting organizations' requirements
* Knowledge of American Association of Blood Banks (AABB) standards and procedures, compliance standards, quality plans, transfusion services and FDA requirements, if specializing in blood bank and transfusion
* Proven strong leadership, interpersonal skills and skills in operational management