Downloaded from <https://www.velvetjobs.com/job-descriptions/compliance-program-manager>

# Example of Compliance Program Manager Job Description

Our innovative and growing company is looking to fill the role of compliance program manager. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for compliance program manager

* Prepare and administer budget according to plan and monitor budget variances
* Anticipates and identifies obstacles/issues that put project at risk
* Work with business to assess potential impact on areas
* Report compliance issues or risks to management so timely, appropriate action may be taken
* Provide strategic direction and leadership for the teams aligned to a designated Compliance program pillar(s)- Listed above
* Lead and manage the compliance program pillar initiatives throughout the pillar lifecycle
* Interface within the compliance program and Enterprise Compliance teams to coordinate pillar activity
* Knowledge of the compliance program pillars and processes
* Reporting compliance issues and gaps to at various levels including, the Compliance Risk Management Committee, Team Meetings and other areas deemed applicable
* Preparing presentations and reporting for the CCO, CRMC, RCC, Welcome to Compliance

## Qualifications for compliance program manager

* Have experience in performing technical assessments and audits of network, operating systems, application security, auditing IT processes
* Industry-specific compliance/regulatory experience
* Experience using performance metrics
* Lean and/or Six Sigma tools and concepts
* Six Sigma Green or Lean Certification
* Mastery of SQL, SharePoint, Excel, Power Point, Word