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# Example of Compliance Senior Manager Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of compliance senior manager. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for compliance senior manager

* Act as a coordinator in SOX remediation and Audit testing
* Develop and maintain strong working relationships with key Business and IT Stakeholders and Business and IT PMs
* Proactively ensure hosted projects achieve 100% OTD/OTD+30 (On Time Delivery) based on the Stakeholder Delivery commitments
* Manage and report project progress - 100% project status (weekly) reporting for Tech Organization dashboard
* Make solution recommendations that align to near- and/or long-term strategic plans and roadmaps
* Develop and articulate solution alternatives and employ data-based recommendations and influence decision makers to ensure business outcomes will be achieved
* Work closely with Cross-functional Business and development teams to analyze and develop the best solution design and approach as a hands-on analyst or PM
* Ensure IT A & S-hosted projects follow Technology-wide SDLC processes and are 100% SOX-compliant
* Advocate effective and innovative project management practices including ServiceNow/PPS for Project and Management Reporting, project plan templates, Deliverables Tracking, Estimate to Complete Tracking, Change Management, Issues and Risk Management, and Project and Steering team meeting standards on owned projects
* Serve as the first escalation point and actively drive issues and risks to closure

## Qualifications for compliance senior manager

* Minimum eight years of combined experience in IT and compliance operations experience
* Experience with the Anti-Kickback statute, Foreign Corrupt Practices Act and/or global equivalents, or other white-collar criminal/highly-regulated global laws
* Candidate must possess at least a Bachelor's Degree, Post Graduate Diploma, Professional Degree, Law or equivalent
* Provides support and management for the development and audience selection of CRA, HMDA, and Fair Banking Learning Management Training
* Implementation of Global and US Compliance Framework, methodologies, and minimum standards within the CRA and Fair Banking program
* Manages and participates in due diligence identifying CRA and Fair Banking risks and develops integration plans