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

# Example of Compliance Services Job Description

Our innovative and growing company is looking for a compliance services. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for compliance services

* Determines and executes solutions to daily processing issues, recommends system enhancements and assists in the development, testing, and implementation of solutions
* Assist with sourcing, collaboration, and evaluation of administrators, insurers, brokers and other outsourced service providers to ensure company interests are managed responsibly
* Assist Tax, Legal, HR, and Risk with year-end compliance activities (income tax apportionment/returns, proxy, workers’ compensation renewal)
* Assist HR (total rewards and benefits) with audit preparation and management for defined contribution and defined benefit plans
* Managing the maintenance of accreditations to ISO9001 and ISO27001 standards
* Coordinating maintenance of the published Group IS BMS
* Tracking and reporting progress of agreed action plans
* Understanding the relevant standards (including changes and developments to these)
* Understanding how Group IS meets the requirements and maintaining a Compliance Matrix to record this
* Coordinating remediation of compliance gaps by engaging with relevant SMEs and operational managers

## Qualifications for compliance services

* Bachelor's degree required with a minimum of 25 years of related experience
* 7-10 years of experience leading product marketing function
* Compliance background (FCRA) desired
* Strong project management skills with a track record of getting things done preferred
* Bachelor’s degree in Business, Accounting, Finance or related field from an accredited university
* CPP (Certified Payroll Professional) by the American Payroll Association