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# Example of Corporate Compliance Job Description

Our company is growing rapidly and is looking for a corporate compliance. 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 corporate compliance

* Strong ability to communicate (written and oral) with executive management
* Perform and lead a variety of recurring and non-recurring processes and projects related to program development, improvement and documentation
* Build relationships within compliance department and across multifunctional groups
* Identify ways to make processes more streamlined and efficient
* Define and understand problems, perform research, identify root cause and evaluate alternatives to resolve the problem
* Assess accuracy and completeness of information and data
* Perform assessment of policies, processes and systems
* Perform on-going monitoring and reporting
* Under the leadership of a team leader, executing targeted transaction testing for consumer compliance requirements
* Managing to testing schedules to ensure all tasks and reporting are completed within established timeframes

## Qualifications for corporate compliance

* 2 years of experience in compliance auditing, compliance monitoring/testing, or BSA/AML investigations experience in the financial industry, or at least 4 years previous work experience in a financial institution together with the knowledge requirements specified is required
* Knowledge of banking operations, technology and leading money laundering prevention, detection and response systems is required
* Technical/expert resource with advanced level of knowledge of regulatory/compliance requirements, including U.S. regulatory requirements
* Industry experience in risk management, risk assessment, internal controls, and/or internal audit role required
* Degree holder in Law, Accounting, Finance or related discipline(s)
* Minimum 3 years of compliance experience in financial institutions and/or regulatory bodies, with exposure to coprorate banking