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# Example of Director, Compliance Job Description

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

## Responsibilities for director, compliance

* Oversight and management of the overall compliance framework for, and delivery of compliance support to, our investment businesses in EMEA
* Interacts with payer representatives to resolve issues identified by payment analyses
* Assists Managed Care team as needed with contact negotiation requests and payor compliance feedback
* Develops overall contracting fee schedule model best practices knowledge-base
* Researches alternative payment methods to ensure payer pricing strategies are maximized and organization goals are achieved
* Develop third party risk assessment and due diligence processes, in coordination with other functional stakeholders
* Manage the Company’s SOX framework, which includes conducting the annual risk assessment, scoping for management testing and compliance with the 2013 COSO Internal Control - Integrated Framework
* Conduct internal control testing and monitor methodologies to validate the presence and effectiveness of key controls and ensure compliance with the Company’s internal control matrices, GAAP, and internal policies and procedures
* Manage or perform the maintenance and preparation of detailed and accurate documentation of controls, including narratives, control descriptions, risk and control matrices
* Support system implementations to ensure adequate controls are incorporated, change control guidelines are followed, and process changes are documented

## Qualifications for director, compliance

* Ability to support travel to headquarters in San Francisco at least quarterly and as needed for key business meetings
* Demonstrated ability to independently manage a diverse and demanding workload
* Conscientious about quality of work
* 5+ years of experience working in an actuarial, finance, accounting, or risk management role at a major financial institution
* A professional designation in actuarial, finance, accounting, or risk management (while not required, an FCIA is an asset)
* In-depth knowledge of MCCSR is an asset