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# Example of Manager, Compliance Job Description

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

## Responsibilities for manager, compliance

* Assisting in the testing of IT General controls for Information Security (Windows, UNIX, Databases), Program Change Management, and other selected Operational processes (i.e., Problem Management., Job Scheduling)
* Document specific enhancements to the IMS to reflect additional categories of intermediaries and changes to the controls required
* Maintain close relationships within Corporate Banking in the region
* Keeping abreast of key regulatory initiatives attending working groups, steering groups and committees where appropriate
* Assist in collating and documenting Compliance MI for quarterly and monthly reports at Board and Committee level
* The Compliance Manager/Officer is also responsible for ensuring that customer complaints and investigations cases are processed efficiently, accurately and timely in order to meet regulatory requirements and expectations
* Conduct periodic review of material classifications (HTS, ECCN, Schedule B, Licenses, ) and update required documentation, database, and processes
* Assist with internal reporting and recordkeeping of compliance issues or violations
* Interface with internal management and employees of all levels, external customers and regulatory officials
* Report all test results to compliance department management the appropriate business clients

## Qualifications for manager, compliance

* Bachelors degree or Certified Regulatory Compliance Manager preferred, but will consider equivalent experience in federal consumer compliance
* Experience in an electronic accounts payable processing environment, including both domestic and foreign payments
* Strong working knowledge of State Sales and Use and Escheatment requirements and filings
* Strong working knowledge of 1099, 1042 and FATCA requirements
* T&E auditing and compliance experience preferred
* Possess strong interpersonal, communication, analytical, tactical and organizational skills and be able to work under tight timelines