



Example of Compliance Senior Analyst Job Description

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Our company is growing rapidly and is looking for a compliance senior analyst. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for compliance senior analyst

- Performs periodic compliance audits and risk assessments and conducts on-going regular compliance monitoring
- Audits data against business and regulatory standards to ensure highest quality
- Assists in the construction and distribution of reports for various governmental agencies
- Creates reports, conducts research and uses data to make suggestions and improve compliance across the company
- Develops and maintains policies & procedures content related to HR compliance
- Identifies and escalates any regulatory compliance risks associated with AAG's activities
- Designs and implements a communication channel to inform HR and the business on regulatory and policy changes
- Creates standardized documentation format that details HR and employee policies, procedures, and process flows
- Identifies risks and recommends mitigation plans and process improvements
- Verifies compliance with regulatory requirements and procedures

Qualifications for compliance senior analyst

- Working knowledge of mortgage broker business model
- 2-4 years of previous working experience in a similar field within a multinational environment
- The ability to interact with and influence business associates at various levels
- Certification in Records Management
- Bachelor's degree or equivalent job experience in the financial services industry