



Example of Mortgage Compliance Job Description

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Our company is growing rapidly and is hiring for a mortgage compliance. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for mortgage compliance

- Producing reports summarizing portfolio credit performance
- Maintain a robust compliance management system for mortgage origination fulfillment services
- Assist the Head of Residential Mortgage Compliance in project activities including document preparation based on compliance timing requirements, signature requirements, other federal and state-specific rules
- Research the Consumer Financial Protection Bureau (CFPB) and FDIC websites for regulatory guidelines to support the accurate production of loan disclosures
- Responsible for tracking, monitoring, and coordinating the implementation of all regulatory and agency guideline changes as they affect any area of the Residential Mortgage Department
- Primary contact for all internal and external audits
- Review, evaluate, and respond to audit findings to ensure adequate response is made and recommended changes are completed
- Conduct quarterly training for mortgage operations staff on compliance regulations
- Participate in management meeting
- Develop and manage reporting mechanisms to aggregate information gleaned from all risk analysis sources in order to identify and evaluate compliance risk trends

Qualifications for mortgage compliance

- Minimum of six years proven and progressive mortgage or risk management experience or equivalent
- Bachelor's degree, or equivalent work experience with banking regulatory compliance
- Minimum three years' experience in banking regulatory compliance activities, to include a strong understanding of consumer banking laws and regulations as defined by FRB, CFPB, OCC, and state laws
- Compliance background for Mortgage Servicing, specifically defaulted borrowers
- Must have effective computer skills with good problem solving abilities