



## Example of Mortgage Compliance Job Description

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Our company is growing rapidly and is looking to fill the role of mortgage 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 mortgage compliance

- Work collaboratively with the Business Units to mitigate risk by identifying errors and assisting with the resolution and implementation of procedures and controls
- Work with the Compliance Manager to Maintain policies and procedures for the department
- Analyzes new and pending laws and regulations which directly affect the Bank's Mortgage compliance program
- Serves as a resource for regulatory matters and compliance related initiatives relating to mortgage lending
- Represents the Compliance Department and the Bank, demonstrating core values, support of Bank policies and practices, and encouraging one common culture of Compliance throughout the Bank
- Maintain subject matter expertise of applicable consumer laws and regulations and Compliance Risk Management framework
- Keeping abreast of the latest industry and regulatory compliance developments through ongoing formal and self-education
- Implement necessary changes within the mortgage process and applicable policies due to changes in lending requirements or recommendations by CFPB, FRB and other regulatory agencies
- Work to remediate any self-identified noncompliant processes or areas of concern identified by internal audit or a regulator
- Provide updates and training to mortgage staff on new and upcoming

## Qualifications for mortgage compliance

- Must have demonstrated strong attention to detail and ability to read and interpret a GFE, TIL, HUD-1 and 1003
- Experience using mortgage loan origination, fair lending, HMDA, and compliance software systems strongly preferred
- Comply with the Bank Secrecy Act, Fair Lending and all banking regulations where applicable
- Demonstrates extensive knowledge and understanding of regulatory compliance of banking laws and third party risk management
- Demonstrates strong ability to make decisions
- Demonstrates understanding of product management and operational support