



Example of Mortgage Compliance Job Description

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Our growing company is searching for experienced candidates for the position of mortgage compliance. 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 mortgage compliance

- Serve as business liaison for all mortgage related audits and own any resulting action items
- Conducting independent testing and monitoring of the overall adequacy of controls related to consumer mortgage and equity
- Critically challenging first line management regarding the root cause analysis and corrective action plans proposed in response to monitoring and testing activities
- Assisting lines of business and other support units with compliance with various state and federal laws governing consumer lending with emphasis on mortgage and equity products
- Engaging with the lines of business and other support units to implement measures to mitigate the risks identified by other internal or external groups
- Assisting in the preparation and facilitation of examinations conducted by various regulatory agencies
- Other duties as assigned to support the consumer compliance program
- Update State Compliance Manual as needed
- Serve as compliance resource involving laws and regulations that have a significant impact on lending and capital markets operations
- Respond to and track compliance inquiries and resolutions

Qualifications for mortgage compliance

- Demonstrates knowledge and understanding of examinations from regulatory agency such as CFPB, FRB, FDIC, or OCC
- Demonstrates mastery level of proficiencies regarding Banking Compliance laws and regulations
- Understanding of and experience with regulations related to financial institutions, specifically Community Reinvestment Act (CRA) and Home Mortgage Disclosure Act (HMDA)
- Audit testing or other compliance experience conducting independent testing of regulations