



Example of Mortgage Compliance Job Description

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Our company is growing rapidly and is searching for experienced candidates for the position of mortgage compliance. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for mortgage compliance

- Directs and assists staff with the development or revision of policies, procedures, products, documents and marketing material to ensure compliance
- Coordinates the review of federal and state banking laws and regulations, reviews the financial institution's policies and procedures, and ensures financial institution compliance with laws and regulations
- Execute audits from start to completion including detailed walkthroughs of key processes to identify internal controls, developing and execution of tests of control and substantive testing procedures for key controls, execution of testing, identification and reporting of issues
- Identify potential areas of vulnerability and risk and provide general guidance on how to minimize risk of non-compliance
- Assist with the preparation of training materials and ad-hoc presentations and reporting
- Represent the Compliance Department and the Bank demonstrating core values, support of Bank policies and practices, and encouraging a culture of compliance throughout the Bank
- Provide regulatory training to Bulk Mortgage
- Maintain an advanced awareness of regulatory and legislative developments and industry trends
- Support implementation of mortgage compliance program and vendor oversight program

through routine self-assessments, monitoring, testing, or auditing

Qualifications for mortgage compliance

- Coordinate examinations and audits performed on the company records by state and federal examiners internal audit
- Prepare all documentation and respond to questionnaires required by the examiners/auditors
- Ability to effectively communicate to lines of business and senior management, both in writing and verbally Proven to be a proactive thinker
- Proven ability to drive results through people Strong project management and/or continuous improvement skills
- 7 years compliance experience in banking or financial service industry experience and certifications relative to specific area of concentration
- 5+ years of Mortgage operations, processing and compliance experience