



## **POSITION DESCRIPTION**

**TITLE:** Compliance Analyst  
**BUSINESS UNIT:** Administration / Compliance  
**CLASSIFICATION:** Fulltime, Non-Exempt  
**REPORTS TO:** Compliance Manager

### **SUMMARY:**

The Compliance Analyst provides administrative support to the department and helps ensure all Federal, State, Regulatory and Investor requirements are met.

### **REQUIRED QUALIFICATIONS:**

**Education:** High School Diploma or equivalent; 2-4 year relevant degree preferred.

**Experience:** At least one year of previous mortgage regulatory compliance, quality control or quality assurance experience.

### **ESSENTIAL RESPONSIBILITIES & DUTIES:**

- Assist with regulatory and compliance issues including coordination of information and documentation requested by state and federal examiners
- Maintains an advanced understanding of federal and state regulations related to real estate and mortgage lending as well as FHA, VA, USDA and GSE guidelines.
- Provides compliance advice and guidance to staff on federal and state regulations including TILA, RESPA, ECOA, fair lending, HMDA, licensing, FCRA, Dodd-Frank and other related laws.
- Assist with monitoring the Compliance Help inbox and respond to compliance inquiries
- Perform detailed reviews of all HMDA reportable originated and non-originated applications
- Monitor/track all open compliance findings until satisfactorily resolved
- Monitor and maintain accurate records of company licensing requirements and ensure all licensure information is up to date. This includes timely filing of annual reports with the respective state departments accurately, submitting annual renewals through the National Mortgage Licensing System (NMLS) timely and accurately, communicating with state departments as needed.
- Assist with due diligence related reviews of new lending partners

- When requested, serve on committees or special task groups for new regulatory, program or procedural changes.

## **OTHER DUTIES, KNOWLEDGE, SKILLS, ABILITIES:**

### **Required:**

- Working knowledge of mortgage underwriting, loan structure, documentation, and origination channel.
- Knowledge and understanding of mortgage lending compliance, laws and regulations.
- Time management skills with emphasis on quality.
- Ability to independently problem solve

### **Preferred:**

- Experience with mortgage loan underwriting or working with underwriting standards.
- Knowledge of software systems that support mortgage creation and servicing.
- State Licensing experience

### **General:**

- Must work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available to communicate with employees, customers, managers and any other person or organization with whom interaction is required to accomplish work and company goals.
- Must maintain courteous, professional and effective working relationships with employees at all levels of the organization, customers, vendors and/or any other representatives of external organizations.
- Communicate information and state problems or challenges to be resolved in a clear, concise, courteous, nondiscriminatory and professional manner, and be able to provide clarification if necessary.
- Must be capable of adapting, with minimal or no advance notice, to changes in how business is conducted and work is accomplished, with no diminishment in work performance.
- Actively participate in quarterly performance meetings; meet or exceed all performance metrics.
- Follows company policies and procedures.

*This position description should not be construed to imply that any of the duties, responsibilities, or requirements outlined herein is exclusive. Employees are expected to execute any other additional assignments that may be specified. Furthermore, this position description does not represent a complete list of all the performance expectations and characteristics of individuals required to perform a job accurately. The company's management reserves the right to change this description from time to time as may be required.*

If interested in this position, please submit resume and cover letter to: [jobs@myservion.com](mailto:jobs@myservion.com)