



## **Compliance Manager**

Servion is a service organization located in New Brighton, MN, providing mortgage, title, realty, commercial loan resources, and financial advisement for credit unions and banks nationwide.

### **Summary:**

Directly supervise the Compliance department. Carry out supervisory responsibilities in accordance with the organization's policies and applicable laws. These may include interviewing, hiring, training and managing employees; assigning and directing work; evaluating and rewarding performance; correcting performance issues; and addressing and resolving employee complaints and concerns, or referring them to the Human Resources Department.

### **Education (or Equivalent Experience):**

Four-year degree in business or related preferred; or combined experience with training and education.

### **Experience:**

Five years of management, mortgage, and regulatory compliance background.

### **Licenses or Certifications Required:**

Certified Regulatory Compliance Manager (CRCM); or  
Certified Mortgage Compliance Professional (CMCP)

### **Essential Responsibilities and Duties:**

- Manage and oversee Mortgage Compliance Associates.
- Maintain a current knowledge of policies, procedures, guidelines and current standards.
- Receive and provide clear, constructive feedback regarding work performance (to/from individuals or groups) and provide clarification, as necessary.
- Assist, manage, and provide updates about company licensing and required reports.
- Assist, manage, and provide updates about state examinations.
- Assist with corrective action and timely remediation of any findings from examinations, investor reviews, internal audits, or QC audits.
- Responds and manages internal and external questions related to compliance.
- Assists Compliance Officer with implementing regulatory changes and training staff, as appropriate.
- Responsible for timely reporting of investor and regulatory reports and providing updates to the Compliance Officer.
- Able to read and interpret applicable State and Federal Regulations.
- Work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during business hours or shifts) to communicate with subordinates, supervisors, customers, vendors, and any other person or organization with whom interaction is required to accomplish work and employer goals.

- Be punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.
- All other duties as assigned.

**Skills/Knowledge/Abilities:**

- Demonstrates strong written and verbal communication skills.
- Excellent time management skills with an emphasis on quality.
- Knowledge of policies, principles and practices of mortgage loan processing and underwriting.
- Works well with others in a team environment and independently.
- Ability to multi task between analytical projects and adapts to modification of the work flow.
- Possesses strong computer skills.
- Strong attention to detail.
- Proficient in Microsoft Office Suite
- Ability to establish and maintain effective working relationships with executives, managers, employees and vendors
- An understanding of regulatory topics, concepts, practices, and procedures related to life of a mortgage loan (origination, servicing, loss mitigation, and default/foreclosure)
- Knowledge and understanding of the National Mortgage Licensing System (NMLS) and SAFE Act requirements.

*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.*

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