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## **Compliance Manager**

**Job Title:** Compliance Manager  
**Department:** Compliance  
**Supervisor:** VP of Operations & Compliance

Our Compliance Manager position oversees the compliance department along with protecting the organization from risk. They are responsible for advocating on behalf of our clients as well as the organization. Successful candidates are self-managed, goal-orientated and solution-driven. They also enjoy working with other team members to ensure both client and organizational objectives are met.

### **Key Responsibilities:**

- Client advocacy
- Familiarize yourself with all Company product offerings
- Form internal relationships within Company to become confident in processes to carry out manager duties
- Manage all aspects of compliance.
- Compliance & State Consumer Reporting Laws Compliance
  - Responsible for ensuring that company complies with any laws/regulations pertaining to pre-employment background screening industry
  - Responsible for ensuring company complies with outside and internal policies as they apply
  - Responsible for ensuring that company complies with all State Consumer Reporting Laws
  - Responsible for tracking laws and regulations that may affect current policies
  - Design and update internal policies as well as enforce to staff
  - Manage all aspects of communicating compliance changes to clients via blog posts or other feasible ways
  - Research new products for availability and legality
  - Manage all external vendor audits required of AccuSource
  - Lead all internal/external audits
  - Manage changes when necessary to improve quality or maintain compliance
  - Research compliance issues and recommends changes for improvement
  - Develop and deliver training on all aspects of the Compliance area
- Assist with special projects as necessary

### **Qualifications/Requirements:**

- Minimum of 5 years' industry
- Ability to work as a team player
- Excellent written and verbal skills
- Computer proficiency
- Bachelor's degree preferred