

POSITION DESCRIPTION

POSITION TITLE: Legal and Compliance Manager

GRADE: 20

REPORTS TO: SVP, Operations

FLSA: Exempt

POSITION OVERVIEW:

This position manages company's compliance policies and practices to ensure compliance with federal, state and local regulatory requirements. Areas of compliance will include regulatory, investor, broker and branch.

ESSENTIAL DUTIES and RESPONSIBILITIES, *includes the following responsibilities, but not limited to:*

Compliance:

Regulatory Compliance

- ◆ Create, monitor and update policies and procedures in compliance with federal and state regulations.
- ◆ Review HMDA data and file required HMDA reports.
- ◆ Prepare, update and distribute regulatory compliance manual.
- ◆ Stay abreast of current regulatory proposals and changes
- ◆ Provide leadership in implementing regulatory changes.

Investor Compliance

- ◆ Review and understand investor overlays and interpretations to regulatory compliance.
- ◆ Incorporate investor requirements into Reunion Mortgage policies and procedures.
- ◆ Review and resolve loan issues related to regulatory compliance including investor requirements.

Broker Compliance

- ◆ Review broker applications and make decisions to approve or decline.
- ◆ Enforce terms of broker agreement including EPD, EPO and repurchase requests.
- ◆ Manage broker watch list.
- ◆ Create, monitor and update policies and procedures on approving and maintaining brokers.
- ◆ Periodically update the broker agreement with approved language.

Branch Compliance

- ◆ Periodic audits of branches production to determine compliance with company policies and procedures.
- ◆ Provides branch training and testing of regulatory compliance.
- ◆ Provide quarterly reports with updates to management on branch and employee performance.

State Licensing:

- ◆ Complete application and/or renewal process as required by state.
- ◆ Prepare annual reports as required by state.
- ◆ Research and understand state licensing laws.
- ◆ Obtain interpretive letters and/or exemption letters as necessary.
- ◆ Stay abreast of current licensing proposals and changes.
- ◆ Provide leadership in implementing licensing changes.

Audits:

- ◆ Comply with state, federal or investor audit requirements including obtaining and/or preparation of documents.
- ◆ Greet on site auditors and meet with them to assist in audit and answering all questions.
- ◆ Provide additional information as necessary.
- ◆ Provide leadership in implementing any required changes.
- ◆ Provide written responses and follow up as necessary.

Other:

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- ◆ Provide assistance in reviewing and resolving repurchase requests.

SUPERVISORY RESPONSIBILITIES:

Direct Reports: Yes

Broker Approval Specialist

PHYSICAL and ENVIRONMENTAL CONDITIONS

Office environment, equipment and tasks, including work at a computer terminal which requires repetitive keyboarding and data entry. This position requires partial sitting and walking throughout the day. Candidate must be open to work overtime to complete assigned tasks.

PREFERRED QUALIFICATIONS AND EXPERIENCE

- ◆ Minimum 5 years mortgage lending experience.
- ◆ Thorough understanding of federal and state regulations, and state licensing requirements and internal procedures.
- ◆ Must possess strong analytical and judgment skills and knowledge of regulations and procedures.
- ◆ Bachelor Degree preferred.
- ◆ Must be able to prioritize and organize daily workflow.
- ◆ Demonstrated internal and external customer service skills.
- ◆ Ability to work independently in a fast-paced environment.
- ◆ Intermediate experience with Microsoft suite of products
- ◆ Resourceful
- ◆ Be able to work as part of a team
- ◆ High level of integrity
- ◆ Adapts well to change
- ◆ Excellent verbal and written communication skills
- ◆ Self starter