

Jefferson Cook Associates, Ltd.

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MOLLIE NEWSOME SUDHOFF, President

Compliance Manager

SUMMARY:

Our Client is a multi-billion dollar institution in South Florida. The Bank has numerous offices in the Florida area and has loan production offices in various locations outside of Florida. This position is responsible for maintaining and administering a portion of the Bank's comprehensive Regulatory Compliance Program which is designed to ensure that the Bank and its subsidiaries achieve optimum compliance with Federal and State regulations. This position reports to the Compliance Director. The successful candidate will be a self starter with 5 to 10 years experience in a bank within compliance or audit or with bank regulatory agency experience. There may be limited supervisory responsibility over compliance analyst/compliance officers.

- Assists Compliance Director in developing, implementing and monitoring bank compliance programs to ensure compliance with internal policies as well as federal and state banking laws and regulations.
- Coordinates compliance activities across all areas of the Bank to ensure:
 - policies and procedures are established;
 - policies and procedures are adhered to; and
 - corrective action plans are established where gaps exist.
- Coordinates employee compliance training;
 - ensures existing employees are trained on any new compliance policies and procedures;
 - establishes a training program for new employees;
 - establishes an annual training program for all employees.
- Creates and enhances compliance monitoring programs emphasizing regulatory and legal compliance and adherence to established procedures
- Composes written reports summarizing compliance monitoring findings, conclusions and recommendations
- Communicates as required with appropriate bank management concerning compliance monitoring review findings and ensures that corrective action taken by management to correct the deficiencies is effective
- Reviews forms, brochures, marketing and advertising material to ensure adherence to applicable laws.
- Advises on activities affected by compliance requirements as they relate to development of new products and changes to existing products
- Supervises the HMDA/CRA data collection function and ensures proper and timely HMDA/CRA reporting as required by regulation.
- Assists the Director in accomplishing certain administrative functions, as required, including annual compliance monitoring planning, recruiting efforts, performance evaluations, management correspondence and special projects.

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EDUCATION and/or EXPERIENCE:

College degree and minimum of 5-7 years experience in bank compliance relating to lending and deposit regulations or an equivalent level of on the job experience. Audit experience is a plus. A CRCM designation or equivalent is highly desirable.

*Please contact Mollie Sudhoff, President, Jefferson Cook Associates, Ltd.
to discuss further information or to submit resume.*

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