

Compliance Manager

Maspeth Federal Savings – Maspeth, NY

Job Description

The Compliance Manager will serve the compliance department by managing all daily aspects of the Bank's Compliance Management Program, not limited to, but including, promoting a proactive compliance management process and partnering with business units to maintain a strong culture of enterprise-wide compliance with all applicable federal and state laws, rules, regulations and guidance. Assist in managing Compliance Analyst(s). Ensure and administer an effective, risk-based compliance monitoring program relevant to all areas of the Bank's operations.

Reports To:

Chief Compliance Officer

Primary Responsibilities

- Collaborate with department leadership regarding:
 - Identifying risks and emerging issues pertinent to the Bank's operations by keeping abreast of all federal and state laws, regulations, rules and/or guidance ("applicable law") that affect the Bank's business.
 - Identifying and interpreting the new/changed applicable law(s) relevant to the Bank's business.
 - Providing support to all business lines with regards to advisory and research functions within the Department, by fielding inquiries, researching and interpreting questions posed to the Department.
 - Developing appropriate compliance training and other tools to assist and support Bank employees in fulfilling their compliance responsibilities.
 - Liaising with auditors/examiners during compliance audits/examinations.
 - When requested, represent the Compliance Department at Bank meetings.
- Review and test the Bank's compliance with applicable law(s) and make recommendations to management as necessary to improve/enhance the Bank's compliance posture.
- Research and maintain up-to-date knowledge regarding regulations and policies. Communicate requirements and application relevant to Maspeth Federal Savings when needed.
- Implement the new/changed applicable law(s) by assisting the business lines with the control design and implementation and/or performing detailed transactional testing prior to the regulatory change date to ensure the controls put in place by the business lines are appropriate and fully compliant.
- Review and approve all Bank advertisements for compliance with applicable law.
- Draft and/or review forms, disclosures, agreements, etc. for business lines as the need arises.
- Assist in managing compliance analysts as needed.
- Perform special projects, and additional duties and responsibilities as directed.

Desired Skills & Experience

- CRCM preferred and Bachelor's degree required or commensurate work experience. Completion of Certified Regulatory Compliance Manager ("CRCM") certification *required* within the first year of employment.
- A minimum of ten years of relevant experience in the financial services industry in a compliance-related capacity or as a consultant, regulator or auditor.
- Extensive knowledge of all federal and state bank compliance regulations, all Bank products and services, as well as issues related to Bank operations, products and services and the impact of bank compliance regulations on such.
- The ability to understand, interpret, convey and implement the requirements of pertinent laws and regulations is essential.
- Must exhibit the ability to work both independently and in a team-oriented environment.
- Must possess strong leadership skills with the ability to assist in supervising, providing direction to staff, and

delegating responsibilities appropriately.

- Ability to prioritize assignments and handle multiple projects simultaneously is essential.
- Must have excellent relationship building skills and be able to communicate highly technical compliance related information. Must be able to communicate technical compliance related information in a usable manner.
- Must have strong analytical capability and the ability to identify potential concerns and recommend operational improvements to management.
- Excellent communication (verbal and written), organizational, and follow-up skills are necessary.
- The ability to negotiate and collaborate with others, initiate action and adapt to change is essential.
- Must be proficient in Microsoft Office suite software, including but not limited to Word, Excel and Outlook.