

EMPLOYMENT OPPORTUNITY:

Compliance Audit Officer for a Madison based Community Bank

One of Madison's longest serving community banks has partnered with The QTI Group to conduct their search for a Compliance Audit Officer. Our client has built a tremendous reputation for competitive products and an honest, friendly approach. The bank's long-term clients enjoy an authentic and trustworthy relationship and appreciate a customer-centric environment.

Reporting to the Vice President of Compliance, the Compliance Audit Officer performs compliance audits in all areas of the bank and assists with managing the bank's compliance program to ensure adherence to applicable laws, regulations and industry standards. The Compliance Officer maintains the bank's compliance monitoring and audit program including preparation of reports for bank managers, the Board of Directors, the Compliance Committee, external auditors and regulatory agencies.

RESPONSIBILITIES INCLUDE:

- Oversees all bank regulatory compliance by reviewing and maintaining a system of internal controls and performs necessary regulatory risk assessments
- Reviews departmental compliance monitoring reports and compiles such reports into managerial reports
- Acts as the back-up contact and coordinates data collection for State & FDIC examinations
- Prepares quarterly reports for FDIC
- Takes minutes for the compliance committee
- Assists with reviewing all 'exam findings' and ensures regular follow up with appropriate management to prevent any future or repeated findings
- Ensures all compliance policies are up-to-date
- Makes suggestions on needed internal compliance training based on audit results
- Maintains compliance knowledge by attending applicable compliance forums and external training as needed
- Maintains a bank compliance resource library; distributes literature from regulatory authorities, trade associations and other sources pertaining to compliance regulations
- Conducts lending and deposit compliance audits
- Participates in various meetings to keep informed of bank progress, changes and concerns

- Assists management in designing new products and services with compliance implications
- Performs any other duties as assigned by the Vice President of Compliance
- Accountable for ensuring all Bank regulations are in compliance

IDEAL CANDIDATE PROFILE:

- Bachelor's degree in finance, accounting, or other business related field
- 5+ years of deposit and lending compliance experience
- 5+ years of audit and monitoring experience
- Ability to be assertive, convey thoughts, and persuade individuals as necessary
- Excellent written communication skills
- Strong oral communication skills

APPLICATION PROCESS:

Qualified individuals interested in being considered for the position are invited to send a cover letter with compensation expectations and a resume in MS Word format to:

QTI Professional Staffing
ProfessionalStaffing@qstaff.com
Subject Line: Compliance Officer

The opportunity requires US work authorization and residency in the greater Madison, Wisconsin area.

The employer and QTI Professional Staffing, Inc. are Affirmative Action/Equal Opportunity Employers.