Compliance Specialist Job Description

[Insert company name here] is an established and successful law firm specializing in [insert key areas of focus here]

We’re looking for a Compliance Specialist to provide quality support and direction to Manufacturing, Quality Control, and support functions to ensure continued compliance.

**Roles & Responsibilities**

Responsibilities include, but are not limited to:

* Handle multiple tasks simultaneously.
* Lead by example in proactive team efforts to achieve departmental and company goals.
* Promote and participate in a positive teamwork environment through example and sharing of knowledge and skill.
* Develop, execute, and update compliance procedures and controls.
* Conduct onboarding review and approval on customers, business partners, and transactions in accordance with established policies and procedures.
* Support the application and maintenance of all business and state money transmitter licenses.
* Receive, process, and support responding to inquiries from federal and state regulators, law enforcement, court and law firms.
* Assist with AML/CFT testing, internal and external audits, and regulatory exams.
* Interacting with internal teams to develop and implement adequate controls to new business initiatives and products.
* Support any special projects or tasks.

**About you**

* 3+ years of prior, relevant professional experience
* Bachelor's degree required
* Strong oral and written communication capabilities
* Experience interacting directly with regulators, including federal and state agencies
* Experience researching, analyzing, and synthesizing federal and state regulations
* Proven ability to handle multiple projects simultaneously and adjust to changes quickly while meeting deadlines.
* Great organizational skills with exceptional follow-through and attention to detail.
* Prior experience with project management
* Data-driven, decision-making experience

**What you’ll get in return**

The firm offers a generous benefits package along with compensation based on experience level and client orientation.

* Competitive compensation based on experience
* Medical insurance plan
* Dental insurance plan
* Vision insurance plan
* Contribution to life insurance plan
* 401k profit sharing
* Parking reimbursement
* Social, charity, and wellness events

To apply for the role or have a confidential discussion, contact us on [insert recruiter email address] or [insert recruiter phone number]