

Compliance Examiner Sr. - Columbus GA, Atlanta GA or Birmingham AL

## **Full-time/Part-time**

Full-time

## **Primary Location**

Jordan Building (FL01) - GA296

## **Alternate Location**

Overton (FL01) - GA336, Shades Creek-MO (FL01) - AL053

## **Job Description**

### **Job Summary:**

Responsible for activities associated with the implementation of the Corporate Compliance Program, including monitoring operational compliance units, analyzing risk assessments, and researching risk assessment based on regulations.

### **Job Duties and Responsibilities:**

- Reviews a wide variety of organizational policies and procedures to ensure compliance with federal regulations and internal standards.
- Analyzes existing policies; identifies gaps and recommends new and/or revised policies and procedures, approval processes, and monitoring methods for departmental use.
- Reviews detailed departmental processes and policies, then determines deficiencies.
- Receives risk assessments and analyzes the effectiveness of the plan, identifying areas for improvement.
- Prioritizes issues in risk assessments, based on level of exposure.
- Receives quarterly reports on status of risk monitoring and analyzes reported results, identifying trends and developing corrective actions where appropriate.
- Participates in, or acts as Examiner in Charge (EIC) for compliance control exams, including review schedule.
- Verifies compliance plans against established policies and procedures and applicable regulations.
- Develops recommendations for corrective actions based on review findings, and works with department management to refine recommendations; develops presentations for department management on results of review; ensures that corrective actions have been implemented.
- Recommends education plans for department staff to ensure future compliance. If necessary, develops educational plans, materials and resources used to educate employees on compliance program objectives.
- May orient, train, assign and review work assignments of junior team members.
- Receives confidential questions/concerns from team members concerning compliance situations; investigates questions/concerns to determine specifics and provides recommendations for resolution or refers concerns to appropriate individual(s) for follow-up.
- Each team member is expected to be aware of risk within their functional area. This includes observing all policies, procedures, laws, regulations and risk limits specific to their role. Additionally, they should raise and report known or suspected violations to the appropriate Company authority in a timely fashion.

- Performs other related duties as required.

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.

Synovus is an Equal Opportunity Employer supporting diversity in the workplace.

## **Minimum Requirements**

**Minimum Education:** Bachelor's Degree in Business Administration or related discipline

**Minimum Experience:** 5 (five) years job specific experience

### **Required Knowledge, Skills, & Abilities:**

- Advanced knowledge and understanding of consumer regulations
- Proficiency in Excel, Word, Powerpoint
- Ability to communicate effectively with team members as well as members of the business units
- Analytical skills to identify root causes of deficiencies and to summarize and apply complex regulatory requirements to current processes
- Excellent verbal and written communication skills

### **Preferred Knowledge, Skills, & Abilities:**

- CRCM - Certified Regulatory Compliance Manager
- Supervisory experience

## **To Apply**

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