



---

**JOB TITLE:** Compliance Officer

**REPORTS TO:** COMPLIANCE DIRECTOR

**CLASSIFICATION:** NON-EXEMPT

**PAY GRADE 9:** STARTING AT \$18.77 / HR

**POST DATE:** MAY 1, 2019

**CLOSING DATE:** MAY 15, 2019 (REPOST)

---

**SUMMARY/OBJECTIVE:** The following is a general job description. Duties may vary and depend on the departmental directives at the time duties are assigned:

**REQUIREMENTS OF THE JOB INCLUDE:** Specific duties include, but are not limited, to the following:

- Document procedures and process flows;
- Conduct monitoring and testing and review quality assurance reports to ensure operational compliance with applicable regulating agencies: TILA, GLBA, FDICPA, EFTA, UDAP, ECOA, etc;
- Perform monthly compliance checks on all TLE's;
- Review marketing materials for accuracy, regulatory adherence and conformity with business processes;
- Research regulations, legal requirements and industry best practices;
- Develop compliance reports with the Compliance Director for Executive Management;
- Contribute to the enhancement of the overall risk and compliance profile of the company;
- Maintain professional and technical knowledge by attending educational workshops and establishing personal contacts and networks, etc.;
- Maintain a professional attitude and appearance;
- Demonstrate a spirit of helpfulness by working as a cooperative member of an overall team;

**OTHER DUTIES:** Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

**REQUIRED SKILLS:**

- Excellent written communication skills
- Ability to communicate policy and procedure requirements and changes to multiple departments and vendors

**SUPERVISORY RESPONSIBILITY:** This position has no direct supervisory responsibilities.

**WORK ENVIRONMENT:** This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, and filing cabinets.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk and hear. This is a largely sedentary role; however, some filing is required. This would require the ability to lift files, open filing cabinets, and bend or stand as necessary.

**POSITION TYPE/EXPECTED HOURS OF WORK:** This is a full-time position. Days and hours of work are primarily Monday through Friday, 8:00a to 4:30p. Occasional evening and weekend work may be required as job duties demand.

**TRAVEL:** Occasional travel is expected for this position.



**REQUIRED EDUCATION AND EXPERIENCE:**

- Associates in Business Administration or Business Management
- 2-3 years of previous experience in a compliance and/or quality assurance role
- Experience advising others in operating requirements of: GLBA, TILA, FDCPA, EFTA, UDAAP, ECOA, etc.
- Experience may be considered in lieu of educational requirements

**PREFERRED EDUCATION AND EXPERIENCE:** Bachelor's Degree in Business Administration or related field

**CORPORATION STANDARDS:** The foundation of success is found in meeting the following LDF Holdings, LLC expectations:

- Attitude of safety first
- Work ethic of loyalty, integrity, pride, perseverance, accountability, respect and teamwork
- Ambition to succeed
- Adheres to company policies and procedures
- Represents the company in a positive and professional manner
- Flexibility to work for extended hours in order to meet deadlines
- Handles oneself with professionalism during stressful situations
- Maintains positive attitude and morale
- Interacts effectively with all members of the company and all outside associates
- Completes responsibilities diligently
- Thinks big picture and takes into account long-term implications of ones' actions
- Works independently, exercises discretion, applies common sense and makes competent decisions
- Complies with designated work schedule
- Uses company resources wisely
- Maintains neat, clean and organized workspace
- Constantly analyzes for ways to improve individual and/or company performance

LDF Holdings, LLC. is committed to a drug-free workplace. To qualify for this position, the individual must submit to and pass a pre-employment drug screen with random testing thereafter.

Print: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**EEO STATEMENT:** LDF Holdings, LLC. provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, amnesty or status as a covered veteran in accordance with applicable federal, state and local laws. To the greatest extent feasible, preference will be given to qualified American Indians for employment opportunities.

**HOW TO APPLY:** To apply for this position please submit an application, resume and salary requirements to:

LDF BUSINESS DEVELOPMENT CORP.  
ATTN: HUMAN RESOURCES  
PO Box 155  
LAC DU FLAMBEAU, WI 54538  
866.423.6104 (FAX)  
[HR@LDFBDC.COM](mailto:HR@LDFBDC.COM)