



JOB TITLE: Compliance Officer I

REPORTS TO: COMPLIANCE MANAGER

CLASSIFICATION: NON-EXEMPT

PAY GRADE 9: STARTING AT \$25.71/HR

POST DATE:

CLOSING DATE: OPEN UNTIL FILLED

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 accurate procedures and process flows.
- Conduct monitoring and testing and review quality assurance reports to ensure operational compliance with applicable regulating agencies: TILA, GLBA, FDCPA, EFTA, UDAAP, ECOA, etc.
- Review marketing materials for accuracy, regulatory adherence, and conformity with business processes.
- Research regulations, legal requirements, and industry best practices.
- Develop and coordinate compliance reports with the Compliance Manager for Executive Management.
- Maintain professional and technical knowledge by attending educational workshops and establishing personal contacts and networks, etc.
- Assist LDF Compliance Manager with annual audits which include reviewing and analyzing data, activities, processes, procedures, and controls for efficiency, effectiveness, compliance, and risks for all TLE's/Service Providers and 3rd Party Call Centers.
- Provide Compliance Oversight for LDF Policy, Procedures, Marketing, and Advertising for LDFH TLE's
- Coordinate oversight, training support, and delegate duties on various projects and/or day-to-day processes at the direction of the Compliance Manager.
- Review Service Providers' Legal Breaches and coordinate resolutions with the legal team
- Compliance Oversight for LDFH including Training, Website Reviews, Policy and Procedures, Regulatory Reports, Marketing and Advertising, Vendor Compliance, QA and Internal Complaint Logs, and Compliance Checklists
- Review and Analyze Data for the Creation of Rate Reports for LDFH
- Works with LDFH 3rd Party Compliance Company to create a process for the Small-Dollar Rule
- Coordinate Monthly Compliance and Change Management with 3rd Party Compliance Company
- Conduct Monthly Compliance Checklists and Reporting for QA, TFSRA, and Internal Complaints
- Coordinate Ziibii Portfolio Compliance in Policy and Procedures, Audits, and Return Rate Resolutions
- Coordinate Zhangaaswi Portfolio Compliance in Policy and Procedures, Audits, and Return Rate Resolutions
- Manage and monitor Legal Complaints and TLE's Prohibited Lending Lists

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:

- Possess superior written and verbal communication skills.
- Possess effective time-management and organization skills.
- Ability to be proactive, self-motivated, and self-directed.
- Ability to operate calmly in a fast-paced environment.
- Ability to work and collaborate in a team environment.

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LDF Holdings, LLC

P.O Box 231

Lac du Flambeau, WI 54538

A wholly owned instrumentality of the Lac Du Flambeau Band of Lake Superior Chippewa Indians



- Ability to communicate policy and procedure requirements and changes to multiple departments and vendors
- Possess conflict resolution, problem-solving, and negotiation skills.
- Maintain a professional attitude and appearance.
- Perform all duties with acute attention to detail.

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 compliance and/or quality assurance role
- Experience may be considered in lieu of educational requirements

PREFERRED EDUCATION AND EXPERIENCE:

- Bachelor's Degree in Business Administration or related field
- Experience advising others on operating requirements of GLBA, TILA, FDCPA, EFTA, UDAAP, ECOA, etc.

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

- Demonstrate an attitude of safety first.
- Possess work ethic consisting of loyalty, integrity, pride, perseverance, accountability, respect, and teamwork.
- Possess an ambition to succeed.
- Adhere to company policies and procedures.
- Represent the company in a positive and professional manner.
- Flexibility to work for extended hours to meet deadlines.
- Handle oneself with professionalism during stressful situations.
- Maintain a positive attitude and morale.
- Interact effectively with all members of the company and all outside associates.
- Consider long-term implications of decisions and actions.
- Work independently, exercise discretion, and make competent decisions.
- Comply with designated work schedule.



- Use company resources wisely.
- Maintain neat, clean, and organized workspace.
- Analyze and implement ways to improve individual and/or company performance.

EEO Statement: LDF Holdings, LLC. provides equal employment opportunities (EEO) to all team members 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.

Required Pre-Employment Screening: LDF Holdings, LLC, is committed to a drug-free workplace. To qualify for this position, applicants must agree to pre-employment drug screening and potential random testing, as required thereafter.

How to Apply: Please complete the online application at WWW.LDFBDC.COM. We highly encourage the attachment of an updated resume when possible.

Additional information regarding the position may be found by contacting:

LDF Business Development Corp.
Attn: Human Resources
Po Box 155
Lac du Flambeau, WI 54538
715.388.0502 (Phone)
866.423.6104 (fax)
HR@LDFBDC.COM

Acknowledgement Signature by Employee is Required Upon Hire:

Print: _____ Signature: _____ Date: _____