position

Compliance Officer

division/department

Legal Risk Management Division/Compliance Department

classification

Exempt

nature of position

Under the supervision of the Manager of Compliance, the individual in this position will be responsible for CHFA’s comprehensive compliance program, which includes compliance with legal, regulatory, and internal requirements; quality assurance; and risk management.

This position will assist management in the development and implementation of compliance, risk management, and quality assurance programs for various functions throughout CHFA. The Compliance Officer will monitor changes in applicable legal, regulatory, and investor requirements and communicate changes to management. The Compliance Officer may provide training regarding those changes to CHFA business units and staff.

essential functions

This position will

* Track changes in applicable legal, regulatory, and investor/insurer/guarantor requirements, analyze the impact to CHFA, communicate changes to applicable management, and assist management in the design of compliance programs to address, provide training to CHFA business units and staff regarding same;
* Prepare and present training on Ethics and Compliance;
* Review and evaluate different processes and procedures for potential compliance risks;
* Identify compliance risks, recommend potential process changes, and collaborate with CHFA business units and staff to implement, as appropriate;
* Provide technical assistance and act as a mentor to other Compliance staff;
* Support CHFA business units and staff to achieve departmental, divisional, and organizational goals;
* Collaborate with business units to conduct vendor oversight, including training, risk assessments, best practices for vendor oversight programs, and the conduct of vendor reviews and site visits;
* Work with CHFA’s Participating Lenders, vendors, customers, service providers, and other third parties in compliance related efforts;
* Actively participate in cross-functional project teams;
* Provide support in meeting eligibility and maintenance reporting requirements of secondary market investors, insurers, guarantors, and governmental agencies;
* Draft, revise, and update CHFA policies and procedures, and assist business units and staff in doing the same;
* Develop and maintain compliance tools, such as compliance manuals, policies, FAQs, etc.;
* Prepare and deliver presentations to CHFA senior management, Board of Directors, and/or Audit Committee; and
* Perform other compliance and quality assurance duties as assigned.

knowledge, skills and ability

**Must possess:**

* Demonstrable knowledge of laws, regulations, and requirements relating to single-family, multi-family, or commercial loan origination and/or loan servicing;
* Proven analytical and problem solving skills, initiative, and judgment;
* Strong organization skills with the ability to prioritize;
* Ability to work discreetly with confidential information;
* Strong collaborative skills with the ability to work in cross-divisional teams;
* Ability to conduct in-depth research and analysis;
* Ability to communicate effectively, both verbally and in writing, with all levels of management and staff within, and external to, CHFA;
* Ability to comprehend and articulate complex and varying requirements;
* Proficient in Microsoft Office applications;
* Ability to quickly learn new software systems;
* Strong and ethical decision making skills; and
* Abilities that reflect our values:
  + Ability to continuously improve and develop knowledge and skills, while adapting quickly to changing circumstances and processes;
  + Ability to work towards inclusion in all activities, and decisions through the solicitation and appreciation of diverse perspectives;
  + Ability to exercise personal accountability in all activities and decisions;
  + Ability to embrace a culture of operational excellence to ensure processes are continually evaluated and improved as necessary;
  + Ability to operate with a sense of integrity;
  + Ability to have fun with a demonstrated sense of humor;and
  + Ability to establish rapport with persons of diverse ethnic, racial, and cultural backgrounds.

experience/education

* Bachelor's Degree required
* Four (4) or more years legal and/or compliance experience required, preferably in the mortgage, lending, servicing, or finance industry

equipment used

Telephone; personal computer; calculator; photocopier, and fax machine

physical environment

The incumbent in this position will perform the essential functions of the position primarily in an office environment, which requires sitting at a desk for the majority of the day.

validation statement

This job description is a general description of essential job functions. It is not intended as an employment contract, nor is it intended to describe all duties someone in this position may perform.

how to apply

Internal candidates: Please email us your resume along with an internal job application to

External candidates: Please apply online at [www.chfainfo.com](http://www.chfainfo.com) -

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