

## **Job Opportunity Posting: VP Director of Compliance**

### **Position Summary**

This position is responsible for implementing and overseeing the compliance functions for the New Covenant Trust Company, NA(NCTC) and provides support as requested and needed to the Presbyterian Foundation (collectively "Organizations"). The incumbent acts as a liaison with regulatory agencies and internal auditors to ensure compliance with applicable laws, regulations, internal policies and procedures.

### **Scope & Breadth of Position**

This position reports directly to the Audit Committee of the NCTC Board of Directors. The Chief Executive Officer of NCTC provides day-to-day guidance to this position.

### **Budget Responsibility**

Operating budget for compliance and internal audit responsibilities.

### **Accountabilities**

- Develop and implement policies, procedures and review mechanisms to insure NCTC complies with all legal and regulatory requirements applicable to trust companies regulated by the Office of the Comptroller of the Currency (OCC).
- Develop and implement training programs, internal audit engagements, compliance manuals, and other pertinent materials to assist the board, management and employees in risk avoidance and to ensure that NCTC operates in a safe and sound manner.
- Regularly report to the NCTC Audit Committee and Board on compliance and internal audit matters. Report, as requested by the Foundation General Counsel or Foundation President, to the Foundation Board Audit and Compliance Committee.

### **Relationships**

This position works closely with all levels of NCTC management and employees on matters concerning compliance and to the extent needed and requested, works with Foundation management and employees. This position regularly coordinates projects with the Assistant BSA/AML Officer/Compliance Analyst.

### **Major Duties and Responsibilities**

- Serve as BSA/AML Officer and Manager of Internal Audit for NCTC.
- Identify potential areas of compliance vulnerability and risk; work with staff and internal auditors to complete and review risk assessments, make policy change recommendations, and ensure risk management issues are addressed.
- Implement a risk-based compliance program in line with best practices. Develop, maintain, and revise policies and procedures for the general operation of the compliance program and its related activities to prevent illegal, unethical, or improper conduct. Coordinate, supervise, and support compliance-related programs, such as compliance training, compliance testing, OFAC and FinCEN screening and reporting.
- Institute and maintain an effective compliance communication program for the organization, including (a) use of the whistleblower process; (b) heightened awareness of Standards of Conduct, and (c) understanding of new and existing compliance issues and related policies and procedures.
- Develop and maintain a library of compliance resources, utilizing the resources of the OCC and other regulatory bodies such as the FFIEC. Disseminate relevant compliance resources to appropriate staff.

- Work with the Human Resources Department and others as appropriate to develop an effective compliance training program, including appropriate introductory training for new employees as well as ongoing training for all employees.
- Coordinate and review daily compliance issues (i.e., account documentation, client correspondence, trading)
- Consult with and advise operating units and managers affected by compliance issues and regulatory requirements.
- Stay current on changes to federal and state banking laws and regulations affecting the management, compliance, operations and product offerings of NCTC.
- Coordinate federal and state regulatory communications and audits, etc.
- Supervise the review of marketing and advertising materials.
- Arrange for compliance and internal audits and inform the Board of Directors of results.
- Develop and periodically review and update the Standards of Conduct to ensure continuing currency and relevance in providing guidance to management and employees.
- Collaborate with other departments to resolve compliance issues. Consult with legal counsel as needed to resolve legal compliance issues.
- Respond to alleged violations of rules, regulations, policies, procedures, and Standards of Conduct by evaluating or recommending the initiation of investigative procedures. Develop and oversee a system for uniform handling of such violations.
- Act as an independent review to ensure that compliance issues/concerns within the organization are being appropriately evaluated, investigated and resolved.
- Develop/implement corrective action plans for resolution of problematic issues and provides general guidance on how to avoid or deal with similar situations in the future.
- Provide reports on a regular basis, and as directed or requested, to keep the Audit Committee of the Board and senior management informed of the operation and progress of compliance efforts.
- Ensure or coordinate with appropriate management the proper reporting of violations or potential violations to duly authorized enforcement agencies as appropriate and/or required.
- Ensure that reports to the OCC and other federal regulatory agencies are completed and filed on a timely manner.
- Develop, review and recommend risk-based changes, to policies and procedures for compliance with applicable regulatory laws, rules regulations and best practices.
- Function as primary liaison with the OCC as well as auditors. Monitor corrective action of any compliance deficiencies identified in regulatory reports of examination and audit reports.
- Research regulatory matters as needed. Provide written responses to inquiries of a regulatory nature, supporting analysis, conclusions and recommendations upon well investigated and documented research of regulatory requirements.
- Prepare regulatory related documentation and policy statements requiring adoption by the board or periodic board review and approval.
- Review forms, contracts, agreements, and disclosures to ensure compliance with applicable laws, rules and regulations. Interface with legal counsel to ensure that the terms and conditions set forth in forms, contracts, agreements and disclosures are accurate, complete and meet the needs of and properly protect NCTC.
- Participate in new product development and provide input regarding compliance concerns relevant to proposed and current products and services.
- Special projects, research, analysis and other duties as assigned.
- Identify and seek to obtain appropriate certifications and licenses.

### **Experience and Job-Related Requirements**

- College degree and 5-10 years of compliance experience.
- J.D. preferred.

### **Physical Requirements**

- Ability to communicate orally with management and co-workers, both individually and in a group/team.
- No heavy lifting is expected. Exertion of up to 10 pounds of force occasionally may be required.
- Regular use of the telephone and e-mail for communication is essential.
- Sitting for extended periods is common with extensive work at a computer monitor and/or calculator.
- Hearing and vision within normal ranges is essential for normal conversations to receive ordinary information and to prepare or inspect documents.

- Good manual dexterity for the use of common office equipment such as computer terminals, calculator, telephone, and copiers.

#### **Work Environment**

- Job is performed indoors in a traditional office setting.
- Expect the work environment to change after an appropriate period of growth and experience.
- Occasional travel.

**Forward resume to Yveshia Klingman**  
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**Attn: HR Posting #23-10-01**

*“The Presbyterian Foundation is an Equal Opportunity Employer”*