

REGULATORY COMPLIANCE & BUSINESS CONTINUITY MANAGER JOB POSTING

Position Summary:

The Regulatory Compliance and Business Continuity Manager provides oversight, management and guidance to ensure the company's insurance operations are conducted in compliance with company policies/guidelines and legal/regulatory requirements. This position is responsible for building and maintaining a proactive compliance program to identify and resolve potential compliance exposures. Key compliance functions include new laws monitoring and execution, market conduct exam coordination, regulatory inquiries, compliance audit function, and regulatory research. Provide oversight of business continuity plan, working with the business units to develop, maintain, and/or implement business continuity and disaster recovery strategies and solutions.

Principal Duties & Responsibilities:

While no Job Description can possibly include all duties that may be required by the Association, the following is a summary of the primary responsibilities of the position.

Compliance:

- Manages the compliance audit function, which includes state compliance audits, targeted audits, and the review of previous market conduct findings to assess current regulatory/market conduct exposures across the various lines of business and jurisdictions.
- Monitor, analyze and communicate new laws, coordinating with all business units to ensure compliance.
- Conducts research into laws and regulations, complete reviews, make recommendations, and oversee implementation of changes as necessary.
- Track and assess new and emerging legislation for the impact on the Company's business, review business and industry trends to identify existing or emerging compliance issues.
- Develop and maintain a Regulatory Change Management process (evaluate, disseminate, and monitor relevant insurance laws and regulations throughout the organization).
- Ensure company-wide processes, programs and materials are in line with regulations.
- Assist in monitoring day-to-day insurance company operations to ensure compliance with applicable laws, rules, and regulations.
- Collaborate with business units to align process to regulations and provide assistance as necessary to respond to regulatory inquiries.
- Partners with internal departments to establish action plans for corrective action of examination criticisms and/or audit findings; implements action plans and monitoring activities.
- Utilize experience with fire products and back office operations to provide compliance guidance and practical solutions to business partners.
- Analyze compliance risks and exposures both internal and external; prioritize and develop an internal audit plan to assess compliance risks.
- Assist with product development and associated regulatory filings.

Business Continuity:

- Collaborate with business units to develop emergency management plans for recovery decision making and communications, continuity of critical departmental processes, or temporary shut-down of non-critical departments to ensure continuity of operation and governance.
- Analyze impact on, and risk to, essential business functions to identify acceptable recovery time periods and resource requirements.
- Document and communicate emergency management plans for recovery decision making and communications, continuity of critical departmental processes, or temporary shut-down of non-critical departments to ensure continuity of operation and governance.

General:

- Perform additional duties and/or special projects as required.
- Manage assigned personnel, including communicating job expectations; planning, monitoring, and appraising job results; coaching, counseling, and disciplining employees; developing, coordinating, and enforcing systems, policies, procedures, and productivity standards and making salary recommendations.
- Adhere to Federal and State laws and regulation.
- Any other duties needed to help fulfill the Association's Mission, abide by the Association's Values and fulfill the Association's Strategic Objectives

Knowledge and Skills Requirements:

- Bachelor's required; Law degree (JD) a plus.
- Strong understanding of insurance laws and regulations.
- Effective written and oral communication skills with the ability to interact well with internal and external resources at all levels.
- Five years professional experience in regulatory compliance within the property and casualty insurance industry.
- Substantial knowledge of regulatory compliance processes and the application of state and federal laws to our business.
- Prior experience working with or for a Department of Insurance is preferred.
- Strong written and verbal communications skills.
- Proficient in the use of computer programs, including Word, Excel, Access and Outlook.

To apply, send resume to HR@CFPNET.COM