



Compliance Attorney

Job Summary:

KWA is looking for a highly motivated compliance attorney who enjoys working in a progressive-minded value-driven organization. The compliance attorney is a key position that works closely with the Firm principal and managers to ensure the company exercises due diligence and sound internal controls to protect against legal risk. The ideal candidate is detail-oriented self-motivated, with a desire to practice law outside of the courtroom.

Primary Responsibilities:

- Oversees and maintains the Firm's Compliance System
- Responsible for reviewing, updating, revising & drafting compliance policies, procedures, and standards of conduct as needed and ensuring compliance with Federal and State requirements (FDCPA, TCPA, FCRA, et al) and Client contractual requirements
- Preparing and responding to client audits and proposals
- Recommending and designing process controls in response to legal or client requirements
- Investigating and drafting responses to consumer complaints registered with the firm and filed with government agencies
- Monitor activities for potential violations of regulatory, contractual or internal policies & procedures
- Implementation of quality assurance and control compliance and audit programs
- Auditing firm's third-party vendors
- Providing employee training on compliance-based issues
- Working with department managers and human resources for compliance issues
- Managing compliance department employees
- Performs other incidental and related duties as required and assigned
- Maintain regular and consistent attendance at Firm worksite

Qualifications and Requirements:

- Education: Law degree and Ohio Bar Passage
 - Experience: 1-4 years in the compliance and/or financial services industry. Creditor's rights with an understanding of consumer financial protection laws, such as Fair Debt Collection Practices Act, Fair Credit Reporting Act, Gramm-Leach Bliley Act, Telephone Consumer Protection Act, Health Insurance Portability & Accountability Act, Serviceman's Civil Relief Act, etc... experience preferred but not required
 - Computer Skills: Proficiency in Microsoft Office Suite & Ability to learn software platforms used by clients and vendors in our industry.
 - Skills: Aptitude for problem-solving and analyzing data. Strong legal reading comprehension and writing, policy drafting, communication and listening, working well with employees, vendors, and clients, organization & attention to detail.
- Travel: Occasional travel. May be necessary to travel to satellite offices for audits.

Great work environment and attractive benefits package including health, dental, vision, disability, and life insurance, 401(k) Plan, paid holidays and generous paid time off (PTO) policy.

KWA IS AN EQUAL OPPORTUNITY EMPLOYER: *Applicants are considered for positions without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, age, disability, veteran status, or any other consideration made unlawful by applicable federal, state or local law.*