

MEA Financial Services is deeply committed to diversity and inclusion in its hiring practices. We are an affirmative action, equal opportunity employer. People of color, women, and members of other historically marginalized social identity groups are encouraged to apply.

MF 03-21-22

DATE OF POSTING: June 15, 2022

TERMINATION DATE FOR APPLICATION: June 23, 2022

POSITION: **DIRECTOR OF COMPLIANCE**

COMPENSATION/BENEFITS: Grade 9

STAFF RELATIONSHIP: Responsible to Bruce Reaume
Executive Director

EMPLOYMENT DATE: As soon as possible

SEND APPLICATION AND RESUME TO: **Human Resources Department**
Michigan Education Association
1350 Kendale Blvd., P.O. Box 2573
East Lansing, MI 48826-2573

POSITION SUMMARY:

Ensure that the broker-dealer (Paradigm Equities, Inc.) and insurance agency are in compliance with all securities/insurance rules and regulations. Responsible for writing, testing, training on and enforcing policies, forms and procedures. Maintain current knowledge of the industry in an effort to anticipate and respond to regulatory changes. Serve and administrator for our Salesforce database and serve as webmaster. Prioritize and assign work, monitor performance and conduct evaluations, ensure staff are trained and follow procedures, make hiring, termination and disciplinary recommendations.

While performing the duties of this job, the employee is regularly required to work in a stationary position, move about the office spaces, operate computers and other office equipment, and communicate effectively with internal and external parties. The employee will occasionally move materials up to 20 pounds.

PRINCIPLE DUTIES AND RESPONSIBILITIES:

Serve as Chief Compliance Officer of broker-dealer.

Establish, implement, maintain, enforce, train, test and enforce Written Supervisory Procedures, Anti-Money Laundering policy, Cybersecurity policy and Business Continuity policies of the firm.

PRINCIPLE DUTIES AND RESPONSIBILITIES (continued):

Register, Qualify and License Registered Representatives, Principals and Companies with the appropriate jurisdictions. Supervise the on-boarding process for new representatives.

Review and approve correspondence and retail communications in accordance with SEC Rules and FINRA Regulations. Correct, provide training to and escalate challenges in instances of non-compliance where corrective action and training has not been effective. Develop creative concept and design of advertising.

Keep abreast of regulatory changes; research new rules and regulations of regulatory agencies; advise the management team and Registered Representatives on matters of compliance.

Respond and maintain records of responses for all regulatory audits and requests from FINRA, the SEC and the State of MI. Respond to external Financial BD audit requests. Complete annual internal audit of the firm. Serve as AML Compliance Officer and ensure that an annual AML audit of the firm is completed.

Responsible for making recommendations regarding hiring, performance evaluations, disciplinary actions and termination of agents. Ensure staff is properly trained and procedures are followed in accordance with DIFS and the firm. Monitor and approve time off requests, lead department meetings and provide agency goals and initiatives to the team.

File Forms and respond to requests from regulatory Agencies including but not limited to: FINRA – Form BD, Form BR, Registered Representative U5 filings. Information requests, supervision of Form U4 filings. State agencies – qualification, annual reports and privilege taxes; SIPC – SIPC-6, SIPC-7 and AUP report filings.

Serves as back-up for the Chief Operations Officer and review and approve each new Confidential Customer Account Form and Investment application submitted to the firm for approval.

Review, oversee investigation, report and provide closure on customer complaints.

Review, approve/disapprove and monitor outside business and outside securities accounts for all registered persons.

Oversee and supervise IT Manager. Ensure that IT Manager's work product is meeting and or exceeding regulatory requirements up to and including maintaining the Books and Records of the Firm including but not limited to Commission Management System, Customer Information System Common Remitter System.

Work cooperatively with IT Manager and Executive Director to identify, create, develop and implement new IT applications as necessary.

PRINCIPLE DUTIES AND RESPONSIBILITIES (continued):

Review and audit the completion of bi-annual office inspections.

Oversee processing of Registered Representative commissions by checking reports for accuracy and reviewing reports for product concentrations. Serve as a back-up for processing when necessary.

Manage and update company web site.

Promote and support organizational efforts to maintain a diverse, equitable, and inclusive environment where employees of all backgrounds can grow and thrive.

MINIMUM QUALIFICATIONS:

Bachelor's Degree from an accredited college or university in a related field with two to four years of related experience and/or training; or equivalent combination of education and experience.

Minimum of three to five years of Compliance Management and/or Compliance Director experience.

Series 7, 66, 24, and 51 licenses.

Life, Property, and Casualty license.

Variable Annuities license.

Knowledge, Skills and Abilities:

- Excellent computer, Microsoft Suite and typing skills.
- Ability to multi-task.
- Strong attention to detail.
- Ability to maintain confidentiality.
- Ability to understand and interpret legal documents, laws and regulations.
- Strong organization skills; interpersonal skills; presentation skills.
- Ability to monitor and evaluate subordinates.
- Ability to prioritize and assign work.
- Perform calculations, perform audits.
- Ability to conduct investigations.
- Ability to interpret and evaluate complex financial activities and management practices.
- Strong critical thinking skills and problem solving skills.
- Strong verbal and written communication.
- Ability to work under pressure.

MINIMUM QUALIFICATIONS (continued):

- Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write speeches and articles using original or innovative techniques or style. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or boards of directors.
- Ability to apply principles of logical thinking to a wide range of intellectual and practical problems. Ability to deal with nonverbal symbolism (formulas, equations, graphs, charts, etc.,) in its most difficult phases. Ability to deal with a variety of abstract and concrete variables.

June 7, 2022