

Chief Compliance Officer/Executive Division

The New York Liquidation Bureau (NYLB) is seeking a Chief Compliance Officer (CCO) for developing and implementing programs and policies with respect to the New York Liquidation Bureau's compliance with Federal, State, and local laws and regulations. The CCO is the NYLB's designated ethics officer for overseeing compliance with the Public Officers Law and for communicating and responding to requests by the New York State Joint Commission on Public Ethics (JCOPE) and other ethics/regulatory enforcement agencies. The CCO reports to the Special Deputy Superintendent.

Duties:

- Review, update and implement revisions to the NYLB's Compliance Manual, including the Code of Ethics.
- Develop and perform regular training of NYLB employees on the Compliance Manual and targeted areas of interest.
- Be available and accessible to answer questions and advise NYLB employees concerning compliance issues.
- Send staff alerts on timely and relevant compliance topics.
- Monitor the NYLB's ethics complaint hotline.
- Conduct internal investigations concerning potential violations of law, regulation, ethics or internal policies and procedures and report to the Special Deputy Superintendent findings and recommendations.
- Consult with and respond to inquiries from JCOPE concerning development of NYLB compliance programs and potential compliance violations.
- Manage the NYLB's internal controls, including requesting and reviewing divisional quarterly internal control certifications.
- Develop and implement general monitoring procedures to detect violations of policies and procedures.
- Monitor legislative and regulatory developments to advise and update compliance programming.
- Work with management on strategic planning activities and risk mitigation to enhance NYLB's compliance programming.
- Performing additional related task and duties as requested.

Relevant Qualifications and Experience:

- Admitted to practice law in the State of New York.
- Compliance experience in government or a regulated industry.
- 5 or more years relevant experience.
- Demonstrated supervisory experience.
- Experience overseeing bidding procedures and vendor relations policies.
- Investigatory experience.
- Familiarity with the NY Public Officers Law and the NY Insurance Law; Articles 74, 75, 76 and 77, preferred.

Please email resume and salary requirements to HR@NYLB.ORG and include the title of the position sought in the subject section of your email.

Resumes from recruiters or staffing agencies will not be accepted.

The NYLB is an Equal Opportunity Employer and promotes diversity in the workplace.
EOE/M/F/D/V.