



Job Posting - Compliance Consultant

Overview

RIA Compliance Consultants, Inc. provides consultations, tools, training and a compliance community for investment adviser firms located throughout the world. During the past 15 years, RIA Compliance Consultants has assisted well over one thousand investment adviser firms meet their regulatory obligations and fiduciary duties. We are passionate about helping investment adviser firms build and maintain robust compliance programs so that they can do the right things for their clients.

Job Opportunity

We are currently looking for an individual to serve as a Compliance Consultant who can assist RIA Compliance Consultants with performing annual reviews of compliance program and mock regulatory exams of our investment adviser clients. This is a full-time position (40 hours per week) that can be performed from our Omaha, NE office or a remote location. Our team works Monday – Friday and each team member sets his or her work schedules between the hours of 7:00 a.m. – 5:30 p.m. U.S. Central Time.

We offer competitive salaries, benefits (e.g., 401k plan, retirement contribution matching by company up to 4% of salary, short and long-term disability, life insurance, health insurance), personal time off, sick leave and paid holidays, reimbursement of certain costs associated with obtaining and/or maintaining the Investment Adviser Certified Compliance Professional (IACCP) or Certified Securities Compliance Professional (CSCP) and a great team of people you can be proud to work with every day.

Our Team & Values

Successful team members are tech-savvy and have a passion about helping investment advisers with compliance. We take pride in our work and hold ourselves and each other to high standards. We take initiative and problem solve on our own, but also recognize when to ask for help. We also believe in having lives outside of work.

All our team members should share our core commitment to these values:

1. Helping Investment Advisers Do the Right Things for Their Clients – Meeting Regulatory Requirements and Acting in Accordance with Fiduciary Duties
2. Building a Community of Investment Adviser Compliance Professionals
3. Learning and Teaching Compliance
4. Working Together as a Team

5. Doing Great Work that Supports a Great Life

Your Role & Responsibilities

You are expected to represent RIA Compliance Consultants in a professional and positive manner. In this position, you will have the following areas of responsibility which need to be performed with a high-level attention to detail in an organized and thoughtful manner while strengthening our relationship with each investment adviser client:

- Annual Compliance Reviews (approximately 35% of your time) – You will assist (offsite) the Senior Compliance Consultant with performing an annual review of the compliance program for our investment adviser clients. You will review the Form ADV Part 1, the Form ADV Part 2A disclosure brochure, Form ADV Part 2B supplement brochures, Form ADV Part III client relationship summary and compliance policies and procedures and prepare written memorandum identifying any inconsistencies, inadequate disclosures or deficient policies and/or procedures. You will assist the investment adviser client in completing the annual review interview via RIA Express – Compliance Review and answering any questions about deficiencies or recommended best practices. You will draft the initial annual review report.
- Mock Regulatory Exams (approximately 25% of your time) – You will assist (offsite) the Senior Compliance Consultant with conducting a mock regulatory exam for our investment adviser clients. You will help devise the document request list based upon actual regulatory exams applicable to the investment adviser firm and an assessment of the regulatory risks associated with the investment adviser firm's business model, Form ADV, regulatory history and supervised persons. You will review the documents produced by the investment adviser client to verify consistency with disclosures and compliance policies and procedures and whether compliance policies have been implemented adequately and are effective in complying with the Investment Advisers Act of 1940 as amended or state securities act. You will prepare a summary of possible issues and follow-up questions and documents for use by the Senior Compliance Consultant. You will participate (offsite) in the interviews with the investment adviser firm's supervised person. You will prepare the initial draft of the mock regulatory exam report identifying deficiencies and best practices for the Senior Compliance Consultant's review and finalization.
- Review Advertising (approximately 10% of your time) – You will review advertisements, marketing materials, websites, social media and other materials submitted by investment adviser clients for compliance with the Investment Advisers Act of 1940 and/or the state securities act. You will prepare specific comments regarding the submitted materials and a review memorandum explaining the general issues.
- Develop & Update Tools (approximately 10% of your time) – You will update our internal and external tools such as our RIA Express – Compliance Review, sample forms and advertising review checklist.

- Self-Guided Compliance Reviews (approximately 10% of your time) – You will provide training and answer questions of investment adviser clients who are conducting self-guided reviews of compliance programs via RIA Express – Compliance Reviews.
- IARD Renewals & Annual ADV Amendments (approximately 10% of your time) – You will assist the Senior Compliance Consultant with renewing investment advisers’ registrations and preparing Form ADV Annual Amendments.

Your Experience, Skills and Personality

- High-Level of Attention to Details and Excellent Analytical Skills
- Strong Organization Skills with the Ability to Manage Multiple Projects on a Simultaneous Basis
- Ability to Prioritize Tasks
- Skilled at Writing Detailed Letters, Emails, Memorandums, Reports, Compliance Manuals and Disclosure Language
- Working Knowledge of Investment Adviser Business Practices and Regulatory Requirements
- Desire to Learn New Investment Adviser Business Models, Regulations and Risks
- Strong Passion to Help Investment Advisers Build and Implement Effective Compliance Programs to Meet Regulatory Requirements & Fiduciary Duty
- Desire to Achieve Specific Data-Driven Metrics and Flexibility to Adjust Course to Ensure Goals Are Accomplished
- Commitment to Improving RIA Compliance Consultants and Its Systems and Processes
- Ability to Work with a Distributed Team Including Using Technology to Regularly Communicate and Collaborate with Team Members
- Undergraduate Degree (or Extensive Industry & Compliance Experience with Multiple Securities Exams)
- Prefer Successful Completion of Series 65 or Series 66 Examination
- At Least 5 Years of Experience Working for Investment Adviser, Broker-Dealer, Insurance Agency, Insurance Company, Trust Company or Securities Regulator (May Count Master’s Degree in Finance or Business Administration as 2 Years of Work Experience and Juris Doctor as 3 Years of Work Experience)
- At Least 3 of 5 Years of Experience Should Be Working in Compliance, Internal Audit, Supervision, Operations and/or Law Department of a Financial Services Company or for a Securities Regulator
- If You Are Working from a Remote Location, a Designated Professional, Quiet, Private Space and a Fast and Reliable Internet Connection
- If You Are Working from a Remote Location, Available to Travel to Team Meetings in Omaha, NE (2 Times Per Year) and Our Annual Investment Adviser Compliance Conference (1 Time Per Year)

Application Process

- Email your resume to jobs@ria-compliance-consultants.com .
- Introduction Video. Instead of a cover letter, we are requesting that you record a short video introduction at jobma.com. Once we receive your resume, we will send you an invitation with a link to record an introduction video at our job posting page on jobma.com. We are not looking for anything professionally produced. Please be yourself and address the following questions which will appear on jobma.com webpage:
 - Introduce yourself;
 - Tell us why you think you would be a great fit for our team and this role; and
 - Share with us one thing that you love to do or something about yourself that is not on your resume.
- Posting closes Monday, March 9, 2020. We will conduct screening interviews throughout February and early March with final interviews in second half of March. We plan to make an offer by no later than end of March.