

Job Title:	Compliance Supervisor	Generally Reports to (Title):	Compliance Manager
To be completed by Human Resources:			
Job Family:	Compliance	Job Subfamily:	
Date Completed:	August 4, 2010	Job Code:	PX005
FLSA Status:	Exempt		

I. POSITION SUMMARY

Describe the basic function or purpose of this job - Why does the job exist?

Supervises one or more compliance positions to ensure that all products, supervisory procedures, and operational controls and services are designed to comply with state and federal laws, rules and regulations, and internal standards. Serves as primary compliance contact for investment advisory activities of firm.

II. PRINCIPAL RESPONSIBILITIES

List and describe this position's principal responsibilities in concise, comprehensive statements. Please order this listing based on the approximate amount of time that the position spends on each responsibility. Thus, the #1 responsibility would be the one that tends to require the largest portion of time. Please also indicate the approximate percent of time spent on each accountability. **This job profile is intended to be relatively generic and may be used across the organization. Responsibilities that are attributed only to one incumbent should not be listed unless they are so significant that they create a new position.**

RESPONSIBILITIES

1. Provides first level supervision of compliance function for a business unit or organization. Supervises employees, giving work direction, training, performance feedback, and making hiring and termination decisions.
2. Oversee regulatory examinations, investigations and annual business reviews as assigned. Complaints may originate from federal or state agencies, or customers.
3. Coordinates investment advisory compliance for the firm, including ADV revisions, policies and procedures development, Code of Ethics review, and the annual review of the business.
4. Depending on assigned duties will support one or more of the following functions to ensure compliance with laws, regulations, and internal standards.
 - Monitor and consult with firm supervisory and managerial personnel in conducting their duties in compliance with regulatory requirements.
 - Review and approve advertisements
 - Review and approve contracts and client's printed materials
 - Review trading activities
 - Support implementation of heightened supervision and adherence to established disciplinary practices
5. Other duties as assigned.

III. KNOWLEDGE, SKILLS AND ABILITIES

Indicate the education level, previous experience, specific knowledge, skills and abilities required to meet the minimum entry-level requirements for this position. This may include special skills, licenses, certificates, etc.

Bachelor's degree or equivalent experience

Five years minimum experience in compliance or closely related experience

Previous supervisory experience strongly preferred

Requires FINRA Series 24 and 65 or 66 registrations; Series 27/28 and Series 4 would be beneficial

Strong understanding of regulations governing broker-dealer and investment advisory activities

Experience with life products and regulations preferred

IV. ADDITIONAL INFORMATION

Does the incumbent in this job have direct accountability for staff supervision/management? Yes

Does the incumbent in this job have budget accountability? No

Is travel expected to perform this job? Yes If so, what percentage of time will be spent traveling? 5%