



# PRECISION

## RISK MANAGEMENT

**JOB TITLE:** Compliance Advisor

**DEPARTMENT:** Compliance

**REPORTS TO:** Director, Operational Controls & Quality Assurance

**LOCATION:** Remote in Midwest

### **JOB OVERVIEW AND OBJECTIVES**

We are seeking a motivated and experienced Compliance Advisor to support the growth of our crop insurance business. This opportunity serves a key role in PRM's Compliance team by ensuring internal controls are in place, performing compliance quality control reviews with minimal direction, and reporting findings as outlined in standard reinsurance agreements, FCIC quality control guidelines, and company procedures to ensure policies and claims are processed accurately and timely.

### **DUTIES AND RESPONSIBILITIES**

1. Contribute to a positive work environment and promote a culture of compliance to regulations, standards, procedures, and risk management throughout the organization.
2. Support the execution of compliance processes and internal controls to ensure products and services are compliant with regulations and provide support for targeted compliance process improvement design.
3. Execute and appropriately document data mining, operational, and individual quality control compliance reviews in addition to other business reviews as needed.
4. Communicate with and provide oral and written responses to Agents/Advisors, Insureds, and PRM Management regarding compliance reviews.
5. Leverage compliance expertise by reviewing crop insurance policies and procedures, and provide consultative support, advice, and subject matter expertise on basic compliance policies and regulations.
6. Monitor and track questions/issues and responses related to compliance reviews. Take a proactive approach to identifying issues and trends, develop recommended resolutions and communicate to leadership.
7. Review and analyze information gathered for controversial compliance reviews and make a recommendation on the appropriate handling of the review determinations.
8. Support the coordination of regulatory exams and remediation efforts.
9. Proactively identify potential misrepresentations, fraud, waste, abuse and other compliance risks, recommending appropriate action based on findings and determinations as a result of review activities.
10. Travel, as needed, to complete required work in a timely manner.

### **PREFERRED COMPETENCIES/SKILLS**

- Able to utilize effective research and investigative techniques
- Assume a methodical approach to a given situation and develop a systematic procedure as a response
- Use internal and external resources to gather, analyze, and reorganize information and use logic to address work-related issues and problems
- Exercise independent and ethically sound judgment
- Identify problems and review related information to develop and implement solutions
- Utilize effective interpersonal, verbal and written communication
- Multi-task and handle competing priorities

- Demonstrate interest in enhancing knowledge; seek opportunities to learn and grow

**REQUIRED EDUCATION**

Bachelor's Degree or equivalent combination of education and work experience

**PREFERRED EXPERIENCE**

- Minimum of three to five years of crop insurance adjusting or compliance experience or an agricultural background preferred, or equivalent combination of education and work experience; knowledge of Rainfall Index insurance a plus
- Working knowledge of the Federal Crop Insurance program; knowledge of general crop insurance policies and procedures
- Understanding of general compliance and quality control functions and principles
- Proficient in Microsoft Office and able to learn all forms of PRM's compliance applications

**JOB TYPE** Full-time, Individual Contributor

**WORK ENVIRONMENT AND HOURS** Work is generally performed in both an office environment and remote external environments that may present exposure to adverse environmental conditions dependent on customer location.

Must be able to walk on uneven ground, climb, bend, stoop, use a step, crawl and/or kneel.

**HOW TO APPLY**

Any interested candidate should send their resume and cover letter to Heidi Lawson, at [Heidi@precisionriskmanagement.com](mailto:Heidi@precisionriskmanagement.com)

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