



Director of Enterprise Compliance

Tennessee Department of Treasury

To apply, please submit your resume to: Treasury.Resumes@tn.gov

The Tennessee Department of Treasury impacts the lives of Tennesseans every day. Treasury is responsible for many of the financial operations of state government, including managing more than \$125 billion in assets through its various investment programs. We administer the State's Retirement Program, RetireReadyTN, which combines the state pension plan, Tennessee Consolidated Retirement System, and the State's Deferred Compensation plan. Treasury serves all Tennesseans by helping to educate and empower individuals to make informed financial choices, and by providing public-serving programs in the areas of college savings, financial literacy, unclaimed property, criminal injuries compensation, and more.

Job Overview:

LCAI seeks a dynamic and innovative individual to bring leadership and commitment to Treasury. This is an exciting opportunity for a compliance professional to develop a program to mitigate economic, operational, headline and reputational risk for the Department as it relates to its non-investment operation for Treasury programs such as the administration of the Tennessee Consolidated Retirement System, Deferred Compensation, Claims and Risk Management, College Savings \$529 Plan, and the Achieving a Better Life Experience \$529A Plan. This is a unique opportunity to not only craft and shape an initiative to support the Department and the State, but also an opportunity to build a team of compliance professionals who will work together toward the Department's shared goals.

At the present time, this position is primarily remote, with occasional in-person meetings in downtown Nashville; however, job location is subject to change at the discretion of the State Treasurer. The successful candidate must live in Tennessee and have a sufficient internet connection. Joining our team offers competitive compensation, excellent health and wellness benefits, including paid parental leave, a top-ranked retirement plan, work-life balance and flexibility, a supportive place to grow in your profession, and an opportunity to enjoy the great city of Nashville.

Role/Description:

This posting is for a new position within the Division of Legal, Compliance, Audit and Investment Stewardship (LCAI) of the Department of Treasury to develop and implement an enterprise compliance program for all non-investment operations of the various Treasury programs described below. The current compliance unit within LCAI is for investments compliance responsible for securities compliance in Treasury.

LCAI is a division comprised of complementing disciplines that work collaboratively in providing support services to ensure legal and operational compliance for the Treasury's programs. All driving toward the same goal, the LCAI supports the Treasury's employees and stakeholders in successfully fulfilling the Department's core functions and strategic initiatives. The Division staff works collaboratively as one team considering each other's perspectives to accomplish Treasury's goals. Since we are working remotely, we regularly engage in team meetings to stay connected. We believe that collaborating with Treasury colleagues contributes to Treasury's mission, and it promotes a work-life balance. We strive for excellence as problem solvers and trustworthy stewards for the Treasury Department and the State.

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Duties/Responsibilities:

- Work with Senior Leadership to develop a strategic plan for the development of an enterprise compliance program across Treasury programs by utilizing and leveraging the Department's risk assessment process;
- Participate in the development and implementation of compliance goals, objectives, and priorities;
- Create, implement and monitor a comprehensive risk framework for addressing and monitoring requirements by law, rule, regulation, policy or procedure;
- Establish a control structure in accordance with the Legal Office's interpretation of applicable laws, rules, policies, procedures and guidance;
- Based on a matrix of applicable laws, rules, policies, procedures and guidance developed by the Legal Office, develop a compliance plan that will ensure compliance with same;
- Based on a comprehensive list of all contracts and agreements developed by the Department's Procurement Coordinator, develop, implement and maintain a contract compliance program for the Department;
- Designate compliance liaisons in each Department program area;
- Through an assessment of the identified risks in each area, conduct the following:
 - Design controls for areas of potential and actual noncompliance or risk;
 - Perform second-line testing of controls to validate risk mitigation;
 - Ensure there is adequate documentation to support the controls and continued compliance;
 - Report and investigate incidents of potential or actual noncompliance;
 - Assist staff in remedying incidents and develop a uniform method of addressing incidents; and
 - Develop an annual compliance plan of compliance projects based on an assessment of areas of potential or actual noncompliance;
- Work collaboratively with:
 - The compliance liaisons in each Department program area who are responsible for ensuring compliance for that particular program area;
 - The Department program areas and Legal staff to develop and implement policies, procedures, and desk guides that comport with laws and rules;
 - The Department's Internal Audit Office to design audit standards and testing of program internal operations; and
 - The Department's Deputy Chief Operating Officer relative to vendor monitoring and oversight.
- Provide statistical data relative to compliance monitoring and compliance incidents;
- Develop and present effective education, training, and resource materials to create a culture of compliance within the Department
- Maintain a strong knowledge base of current trends and requirements by law, rules, policies, procedures and guidance;
- Manage direct reports who will learn the management and operations of each program area's daily functions; and develop a thorough understanding of each program's operational issues and challenges while working collaboratively toward a workable solution; and
- Take the lead on any federal agency audit such as audit conducted by the Department of Justice, the Internal Revenue Service and the Securities and Exchange Commission.



- Execute such other duties relating to compliance as may be assigned by Treasurer or Assistant Treasurer for LCAI.

Minimum Qualifications:

- Possession of a baccalaureate degree from an accredited college or university;
- Possession of a juris doctor degree from an ABA accredited law school;
- Minimum of five (5) years of experience as a compliance officer;
- Minimum of three (3) years of relevant experience as a compliance officer for a pension plan;
- Minimum of three (3) years of experience leading a team of compliance professionals and managing large-scale projects; and
- Demonstrated experience in developing Risk and Control Matrices or building compliance frameworks.

Preferred Qualifications:

- Master of Business Administration or a Juris Doctor degree with major coursework in Business Administration, Accounting, or a closely-related field.
- Possess a Certified Compliance and Ethics Professional (CCEP) Certification

Competencies:

- Integrity and Trust
- Problem Solving
- Communication
- Relationship Management
- Critical Thinking
- Attention to Detail

At the present time, this position is primarily remote, with occasional required in-person meetings. It is anticipated that the department will regularly utilize its downtown Nashville office on a hybrid schedule in the future. Job location is subject to change at the discretion of the Department. The successful candidate should live in Tennessee and provide sufficient internet connection. This position is not eligible for VISA sponsorship (of foreign nationals).

*The State of Tennessee is an Equal Opportunity Employer.
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