



Autobooks works hard to make small business banking simple. Through our partnerships with banks and credit unions, small business owners can gain access to a modern suite of tools to help making running their business easier.

When you join Autobooks, you're joining a team dedicated to small business growth. We want your ideas, passion, and experience to continue improving what we offer.

Our downtown Detroit HQ is in the vibrant Madison building, named one of the World's Coolest Offices by Inc. Magazine. Autobooks also has a growing presence in Texas with a satellite office in Austin; and offers flexible, remote work environments for certain roles.

Ready to help change what it means to do small business? Let's talk.

The Role: Compliance Manager

Autobooks works with financial institutions across the country to provide better digital banking tools to small businesses. The purpose of the position is to mitigate risk and manage business operations to be compliant with payment processing industry regulations and requirements. This is a critical role to our overall financial platform and this person will develop and administer all key risk management programs and policies.

Our ideal candidate is a dynamic, proactive, and decisive person; recognized for their thought leadership and swift action in making sound risk management decisions. This person adapts well to and initiates change in the organization, seeking ways to optimize processes to maintain a competitive business advantage. Key traits for this individual include high developed communication, problem-solving and project management skills.

Responsibilities:

- Creating an environment of risk awareness and advising senior leadership on appropriate recommendations to mitigate risk.
- Ongoing management of existing compliance programs (SOC1, SOC2, FFIEC, PCI) including oversight and participation in audits as required by the business and its clients.
- Performing internal audits of existing processes/procedures to ensure compliance in advance of third-party audits. Working with department heads to identify and remediate gaps.
- Working with third-party vendors to ensure compliance of relevant Autobooks controls.
- Acting as pre-sales compliance SME to support the sales process.
- Fielding inbound customer diligence requests (questionnaires, etc.).
- Organizing and maintaining Autobooks compliance documentation/artifacts.

Required Experience/Skills:

- Bachelor's degree in finance or related field or equivalent experience in compliance / risk management.



- Knowledge of and experience with FFIEC, SOC1, SOC2 and PCI compliance is required. Additional experience with FedRAMP, GDPR, and CCPA is preferred.
- BSA or AML certification or experience with related policies and procedures.
- Experience in the banking industry is preferred.

Job Location:

- Detroit, MI or Remote

A flexible, entrepreneurial work environment and team atmosphere makes this a great place to work. Please provide a complete resume and work history detailing your qualifications and experience to careers@autobooks.co and indicate "Compliance Manager" as the subject. To learn more about us, visit www.autobooks.co.